



## San Bernardino Associated Governments

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- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
  - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
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## AGENDA

### Administrative Committee Meeting

May 12, 2010

**\*\*\*NOTE TIME CHANGE: 8:30 a.m.\*\*\***

#### Location

SANBAG

*Super Chief Conference Room*

1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor

San Bernardino, CA

### *Administrative Committee Membership*

#### Chair – SANBAG Vice President

Supervisor Brad Mitzelfelt

County of San Bernardino

#### SANBAG President

Mayor Paul Eaton

City of Montclair

#### SANBAG Past President

Supervisor Gary Ovitt

County of San Bernardino

#### Mt./Desert Representatives

Mayor Rick Roelle

Town of Apple Valley

Council Member Mike Leonard

City of Hesperia

Supervisor Neil Derry

County of San Bernardino

#### East Valley Representatives

Mayor Patricia Gilbreath

City of Redlands

Mayor Patrick Morris

City of San Bernardino

Supervisor Josie Gonzales

County of San Bernardino

#### West Valley Representatives

Mayor John Pomierski

City of Upland

Mayor Dennis Yates

City of Chino

Supervisor Paul Biane

County of San Bernardino

*San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.*

*In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:*

*The San Bernardino County Transportation Commission, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.*

*The San Bernardino County Transportation Authority, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.*

*The Service Authority for Freeway Emergencies, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.*

*The Congestion Management Agency, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.*

*As a Subregional Planning Agency, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.*

*Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.*

**San Bernardino Associated Governments  
County Transportation Commission  
County Transportation Authority  
Service Authority for Freeway Emergencies  
County Congestion Management Agency**

**AGENDA**

**Administrative Committee Meeting**

**May 12, 2010  
8:30 a.m.**

**Location:** SANBAG, Super Chief Conference Room, 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor,  
San Bernardino

**CALL TO ORDER 8:30 a.m.**  
(Meeting Chaired by Brad Mitzelfelt)

- I. Attendance
- II. Announcements
- III. Agenda Notices/Modifications – Anna Aldana

**Notes/Actions**

**1. Possible Conflict of Interest Issues for the Administrative Committee Meeting May 12, 2010. Pg. 6**

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

**Consent Calendar**

Consent Calendar items shall be adopted by a single vote unless removed by member request.

**Administrative Matters**

**2. Attendance Register Pg. 7**

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum.

**3. March 2010 and April 2010 Procurement Report Pg. 9**

Receive Monthly Procurement Report. William Stawarski

## Discussion Items

### Administrative

4. **SANBAG 2010/2011 Proposed Budget** **Pg. 11**
  1. Conduct the Board of Directors Workshop for the proposed Fiscal Year 2010/2011 budget; and
  2. Recommend approval of the proposed Fiscal Year 2010/2011 budget. **William Stawarski**
  
5. **Third Quarter Budget to Actual Report for Period Ending March 31, 2010** **Pg. 13**

Receive the Third Quarter Budget to Actual Report for Period Ending March 31, 2010. **William Stawarski**
  
6. **Arbitrage Disbursement for Sales Tax Revenue Bond 2001 B** **Pg. 22**

Approve arbitrage rebate of \$647,465.39 to the Internal Revenue Service. **William Stawarski**
  
7. **Process for the Formation of the Measure I Independent Taxpayers Oversight Committee (ITOC)** **Pg. 30**

Approve the following recommendations in relation to the formation of the ITOC:

  - 1) Form an ad-hoc subcommittee of the Administrative Committee to select the Measure I Independent Taxpayer Oversight Committee (ITOC). The Subcommittee would consist of five members as follows:
    1. SANBAG Board President
    2. SANBAG Board Vice President
    3. Representative of the Mountain/Desert Subregion
    4. Representative of the East Valley Subregion
    5. Representative of the West Valley Subregion
  - 2) Adopt the schedule shown on Attachment B for the selection process to insure that the ITOC is selected before the end of September 2010 as specified by Measure I. **Duane Baker**

### Program Support/Council of Governments

8. **State and Federal Legislative Update** **Pg. 36**

Receive and file. **Aaron Hake**

**Discussion Items Continued....****Administrative****9. SANBAG Classification and Compensation Study****Pg. 38  
15 Min**

Approve the following recommendations made in relation to the SANBAG Classification and Compensation policies:

- 1) Technical title changes to 16 SANBAG positions as outlined in Attachment A.
- 2) Change the Fair Labor Standards Act (FLSA) status of six positions as outlined in Attachment B.
- 3) Adopt a new Open Range Salary Plan as shown on the amended Policy 10107 Appendix A–Attachment C.
- 4) Adopt a new SANBAG Classification Plan and salary range assignment as shown on the attached amended Policy 10110 Appendix A–Attachment D.
- 5) Adopt amendments to Policy 10107 – Compensation Administration to incorporate the changes to the salary range and classification system–Attachment E.
- 6) Adopt amendments to Policy 10110 – Employment Status and Classification to incorporate the changes to the salary range and classification system–Attachment F. **Duane Baker**

**Comments from Committee Members****Public Comment****Adjourn To:****CLOSED SESSION**

Conference with Labor Negotiator (Paul Eaton)  
regarding public employee performance evaluation pursuant to  
Government code Section 54957  
Unrepresented Employee: Executive Director

Conference with Labor Negotiator (Paul Eaton)  
pursuant to Government Code Section 54957.6  
**Unrepresented Employee: Executive Director**

**ADJOURNMENT****Additional Information****Acronym List****Pg. 65**

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

## Meeting Procedures and Rules of Conduct

### **Meeting Procedures**

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

### **Accessibility**

The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, CA.

**Agendas** – All agendas are posted at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino at least 72 hours in advance of the meeting. Complete packages of this agenda are available for public review at the SANBAG offices and our website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov). Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

**Agenda Actions** – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

**Closed Session Agenda Items** – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

**Public Testimony on an Item** – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

**Agenda Times** – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

**Public Comment** – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under "Public Comment" may not be acted upon at that meeting. "Public Testimony on any Item" still apply.*

**Disruptive Conduct** – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

**SANBAG General Practices for Conducting Meetings  
of  
Board of Directors and Policy Committees**

**Basic Agenda Item Discussion.**

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.

**The Vote as specified in the SANBAG Bylaws.**

- Each member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

**Amendment or Substitute Motion.**

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he would like to amend his motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is not addressed until after a vote on the first motion.
- Occasionally, a motion dies for lack of a second.

**Call for the Question.**

- At times, a member of the Board/Committee may “Call for the Question.”
- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

**The Chair.**

- At all times, meetings are conducted in accordance with the Chair’s direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Board/Committee Chair.

**Courtesy and Decorum.**

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

*Adopted By SANBAG Board of Directors January 2008*

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- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies
- 

## *Minute Action*

### AGENDA ITEM: 1

**Date:** May 12, 2010

**Subject:** Information Relative to Possible Conflict of Interest

**Recommendation\*:** Note agenda items and contractors/subcontractors which may require member abstentions due to possible conflicts of interest.

**Background:** In accordance with California Government Code 84308, members of the Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Contractor/Agents	Subcontractors
		NONE	

**Financial Impact:** This item has no direct impact on the budget.

**Reviewed By:** This item is prepared monthly for review by the Board of Directors and Policy Committee members.

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*Approved*  
*Administrative Committee*

*Date:* May 12, 2010

*Moved:*

*Second:*

*In Favor:*

*Opposed:*

*Abstained:*

*Witnessed:* \_\_\_\_\_



# ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD – 2010

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Paul Biane</b> Board of Supervisors	X			X								
<b>Patrick Morris</b> City of San Bernardino	X	X		X								
<b>Mike Leonard</b> City of Hesperia	X	X	X	X								
<b>Patricia Gilbreath</b> City of Redlands	X	X	X	X								
<b>Paul Eaton</b> City of Montclair	X	X	X									
<b>Josie Gonzales</b> Board of Supervisors	X	X		X								
<b>Brad Mitzelfelt</b> Board of Supervisors	X	X		X								
<b>Gary Ovitt</b> Board of Supervisors	X	X										
<b>Dennis Yates</b> City of Chino	X	X	X	X								
<b>John Pomierski</b> City of Upland	X	X	X	X								
<b>Rick Roelle</b> Town of Apple Valley	X	X	X	X								
<b>Neil Derry</b> Board of Supervisors	X			X								

Crossed out box = Not a member at the time.

Empty box = Member did not attend meeting

X = Member attended meeting.

# ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD -- 2009

Name	Jan	Feb	March	April	May	June	July	Aug	*Sept	Oct	Nov	*Dec
<b>Paul Biane</b> Board of Supervisors	X	X		X	X	X		X		X		
<b>Patrick Morris</b> City of San Bernardino	X	X	X	X	X	X	X	X		X	X	
<b>Mike Leonard</b> City of Hesperia	X	X		X	X	X	X	X		X	X	
<b>Bea Cortes</b> City of Grand Terrace	X											
<b>Patricia Gilbreath</b> City of Redlands		X	X	X	X	X	X	X		X	X	
<b>Paul Eaton</b> City of Montclair	X	X	X		X	X	X	X		X	X	
<b>Josie Gonzales</b> Board of Supervisors										X	X	
<b>Brad Mitselfelt</b> Board of Supervisors	X		X			X	X	X		X	X	
<b>Gary Ovitt</b> Board of Supervisors		X	X	X	X	X		X		X		
<b>Dennis Yates</b> City of Chino	X	X	X	X	X	X	X	X		X	X	
<b>Gwenn Norton-Perry</b> City of Chino Hills	X	X		X	X	X	X			X		
<b>Rick Roelle</b> Town of Apple Valley		X		X		X		X				
<b>Neil Derry</b> Board of Supervisors							X	X		X	X	

X = Member attended meeting.

Empty box = Member did not attend meeting

Crossed out box = Not a member at the time.

\*The Administrative Committee did not meet in September and December

admatt09.docx

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

## *Minute Action*

### AGENDA ITEM: 3

**Date:** May 12, 2010

**Subject:** March 2010 and April 2010 Procurement Report

**Recommendation:\*** Receive Monthly Procurement Report.

**Background:** The Board of Directors approved the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997. The Executive Director, or designee, is authorized to approve Purchase Orders up to an amount of \$50,000. All procurements for supplies and services approved by the Executive Director, or his designee, in excess of \$5,000 shall be routinely reported to the Administrative Committee and to the Board of Directors.

Attached are the purchase orders in excess of \$5,000 to be reported to the Administrative Committee for the months of March 2010 and April 2010.

**Financial Impact:** This item imposes no impact on the FY 2009/2010 Budget. Presentation of the monthly procurement report will demonstrate compliance with the Contracting and Procurement Policy (Policy No. 11000).

**Reviewed By:** This item is scheduled for review by the Administrative Committee on May 12, 2010.

**Responsible Staff:** William Stawarski, Chief Financial Officer

*Approved*  
*Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:*

*Second:*

*In Favor:*

*Opposed:*

*Abstained:*

*Witnessed:* \_\_\_\_\_

## March 2010 and April 2010 Report of Purchase Orders

PO No.	PO Issue	Vendor	Purpose	Amount
RCMS #	Date		EDEN	\$
EDEN #				
P10222	04/01/10	Mobility 21 Transportation Coalition	Mobility 21 Dues for 2010	17,000.00
4000315				
P10208	03/15/10	American Society of Civil Engineers	Training Seminar on Design Build Contracting	16,485.00
4000316				
P10199	03/05/10	Parsons	Preparation and Participation in the Board Long Range Transportation Planning Workshop	19,624.00
4000317				
P10218	04/01/10	TH Enterprises, Inc.	Replacement Servers and Disaster Recovery Storage	9,353.00
4000320				
<b>Total \$</b>				<b>\$ 62,462.00</b>

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

## *Minute Action*

AGENDA ITEM: 4

**Date:** May 12, 2010

**Subject:** SANBAG 2010/2011 Proposed Budget

**Recommendation:\***

1. Conduct the Board of Directors Workshop for the proposed Fiscal Year 2010/2011 budget; and
2. Recommend approval of the proposed Fiscal Year 2010/2011 budget.

**Background:** The development of the 2010/2011 proposed budget has been completed. The proposed budget documents will be distributed to members of the Board prior to the Budget Workshop. This meeting will serve as an opportunity for a final Board of Director's Workshop review of the proposed budget prior to the scheduled adoption at the June 2, 2010 Board meeting.

Task level budget development has been completed relative to all of the activities included in the Fiscal Year 2010/2011 budget. SANBAG's budget process is structured to provide for the maximum level of input from all SANBAG policy committees. Each policy committee has reviewed the tasks that relate to the functional areas of committee oversight and each task has been reviewed by at least one of the policy committees.

SANBAG's budget process includes a review of the Board of Director's direction as it relates to short term goals and how it integrates with the agency's long term goals and objectives. As part of this review, staff analyzes the resources available to help meet the short term goals set forth in the fiscal year budget.

*Approved*  
*Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:* \_\_\_\_\_ *Second:* \_\_\_\_\_

*In Favor:* \_\_\_\_\_ *Opposed:* \_\_\_\_\_ *Abstained:* \_\_\_\_\_

*Witnessed:* \_\_\_\_\_

SANBAG develops a program based budget which is adopted with funding source detail. The modified accrual basis (where revenues are recognized when received and available to meet current year obligations) is the basis for the 2010/2011 budget. The budget Summary shows the anticipated revenues and expenditures for the new activity for the upcoming fiscal year.

**Financial Impact:** The 2010/2011 Budget totals \$351,905,217 for new budget activity and \$124,728,049 in estimated encumbrances. The total budget of \$476,633,266 will establish the work program and financial approvals to guide the organization throughout the coming fiscal year.

**Reviewed By:** This item is scheduled for review by the Administrative Committee on May 12, 2010. All five of the SANBAG policy committees have reviewed task descriptions and budgets for activities under their purview during the past month.

**Responsible Staff:** William Stawarski, Chief Financial Officer

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

## *Minute Action*

### AGENDA ITEM: 5

**Date:** May 12, 2010

**Subject:** Third Quarter Budget to Actual Report for Period Ending March 31, 2010

**Recommendation:**\* Receive the Third Quarter Budget to Actual Report for Period Ending March 31, 2010.

**Background:** SANBAG's Budget for Fiscal Year 2009-2010 for new activity was adopted by the Board of Directors on June 3, 2009. Upon finalization of the SANBAG audit, encumbrances (commitments related to unperformed contracts for goods or services from previous fiscal years) are presented for approval to be formally incorporated into the FY 2009-2010 Budget.

The report provides a summary of program activity and task activity compared to budget. Budgetary information includes the original and revised budgets, and year to date expenditures.

Tasks that are currently over budget are:

<u>Task No.</u>	<u>Description</u>	<u>Amount</u>
20310000	Congestion Management	\$ 3,236
52610000	Subregional Transp. Monitoring	\$17,281
31510000	Omnitrans	\$ 7,538
94610000	Debt Service-Barstow/96 Issuance	\$ 8,142

*Approved*  
*Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:*

*Second:*

*In Favor:*

*Opposed:*

*Abstained:*

*Witnessed:* \_\_\_\_\_

Task 94610000 will be offset by a reduction in Mt./Desert Measure I Local (Task 91801000) pass-through payments. The other tasks are attributed to salary, fringe and indirect cost allocations and will be adjusted at year end. The original budget understated the fringe benefit and indirect cost allocation rates and a budget amendment was authorized by SANBAG Board.

***Financial Impact:*** This item reports the status of expenditures against budget and imposes no financial impact on the FY 2009/2010 Budget.

***Reviewed By:*** This item is scheduled for review by the Administrative Committee on May 12, 2010.

***Responsible Staff:*** William Stawarski, Chief Financial Officer



**San Bernardino Associated Governments  
Budget to Actual Report: July 09 - March 2010  
Fiscal Year 2009/2010  
Consolidated by Program**

PROGRAM DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	EXPENDITURES	PROGRAM BALANCE	% OF BUDGET EXPENDED
AIR QUALITY & TRAVELER SERVICES PROGRAM	5,573,032	5,819,623	2,509,241	3,310,382	43.12%
TRANSPORTATION PLANNING & PROGRAMMING PROGRAM	2,931,055	8,908,117	3,655,379	5,252,738	41.03%
MAJOR PROJECT DELIVERY PROGRAM	169,998,921	229,014,257	89,020,688	139,993,569	38.87%
TRANSIT & PASSENGER RAIL PROGRAM	13,618,735	42,781,178	12,704,402	30,076,776	29.70%
TRANSPORTATION FUND ADMINISTRATION PROGRAM	99,786,325	139,667,851	84,965,191	54,702,660	60.83%
GENERAL - COUNCIL OF GOVERNMENTS SUPPORT PROGRAM	2,499,496	3,121,670	1,112,782	2,008,888	35.65%
<b>GRAND TOTAL ALL PROGRAMS</b>	<b>294,407,564</b>	<b>429,312,696</b>	<b>193,967,685</b>	<b>235,345,011</b>	<b>45.18%</b>

**San Bernardino Associated Governments**  
**Budget to Actual Report: July 09 - March 2010**  
**Fiscal Year 2009/2010**

**AIR QUALITY & TRAVELER SERVICES PROGRAM**

TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	EXPENDITURES	TASK BALANCE	% OF BUDGET EXPENDED
10210000	Air Quality Activities	74,991	72,262	45,516	26,746	62.99%
40610000	Rideshare Management	2,298,279	2,298,279	510,202	1,788,077	22.20%
70210000	Call Box System	1,104,804	1,105,400	697,538	407,862	63.10%
70410000	Freeway Service Patrol/State	1,938,545	1,946,171	1,124,301	821,870	57.77%
70610000	Intelligent Transportation Systems	86,057	203,899	49,760	154,139	24.40%
81210000	Clean Fuels Implementation	70,356	193,612	81,925	111,687	42.31%
<b>TOTAL AIR QUALITY &amp; TRAVELER SERVICES PROGRAM</b>		<b>5,573,032</b>	<b>5,819,623</b>	<b>2,509,241</b>	<b>3,310,382</b>	<b>43.12%</b>

**San Bernardino Associated Governments  
Budget to Actual Report: July 09 - March 2010  
Fiscal Year 2009/2010**

**TRANSPORTATION PLANNING & PROGRAMMING PROGRAM**

TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	EXPENDITURES	TASK BALANCE	% OF BUDGET EXPENDED
11010000	Regional Transportation Planning	106,124	101,143	87,942	13,201	86.95%
11110000	Freight Movement	116,189	116,944	64,314	52,630	55.00%
11210000	Growth Forecasting & Planning	133,495	143,643	108,554	35,089	75.57%
20210000	Transportation Modeling & Forecasting	93,451	93,451	58,562	34,889	62.67%
20310000	Congestion Management	77,859	77,859	81,095	(3,236)	104.16%
21310000	High Desert Corridor Studies	14,927	14,927	8,977	5,950	60.14%
37310000	Federal/State Fund Administration	660,183	660,183	525,206	134,977	79.55%
40410000	Subregional Transportation Planning	190,203	403,371	225,878	177,493	56.00%
40910000	Data Development & Management	190,929	190,929	152,345	38,584	79.79%
50010000	Transportation Improvement Program	213,437	217,609	150,765	66,844	69.28%
52610000	Subregional Transportation Monitoring	13,688	13,688	30,969	(17,281)	226.25%
60110000	County Transportation Commission-General	385,750	385,750	240,592	145,158	62.37%
60910000	Strategic Planning/Delivery Planning	395,061	528,502	77,925	450,577	14.74%
61210000	Local Project Technical Assistance	44,655	44,655	746	43,909	1.67%
70110000	Valley Signal Coordination Program	84,621	4,781,580	1,689,311	3,092,269	35.33%
94110000	Mt./Desert Planning & Project Development	210,483	1,133,883	152,199	981,684	13.42%
<b>TOTAL TRANSPORTATION PLANNING &amp; PROGRAMMING PROGRAM</b>		<b>2,931,055</b>	<b>8,908,117</b>	<b>3,655,379</b>	<b>5,252,738</b>	<b>41.03 %</b>

**San Bernardino Associated Governments**  
**Budget to Actual Report: July 09 - March 2010**  
**Fiscal Year 2009/2010**

**MAJOR PROJECT DELIVERY PROGRAM**

TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	EXPENDITURES	TASK BALANCE	% OF BUDGET EXPENDED
26610000	I-10 Project Development	-	494,000	493,047	953	99.81%
81510000	Measure I Program Management	3,485,331	4,129,746	2,272,029	1,857,717	55.02%
81710000	SR-60 Soundwall	458,093	458,093	859	457,234	0.19%
82010000	SR 210 Design	42,600	243,144	94,230	148,914	38.75%
82210000	SR 210 Right of Way Acquisition	512,454	2,079,573	853,109	1,226,464	41.02%
82410000	SR 210 Construction	4,510,978	7,422,671	1,691,514	5,731,157	22.79%
82510000	I-10 Corridor Project Development	2,187,882	5,137,482	1,848,650	3,288,832	35.98%
82610000	I-10/Cherry and I-10/Citrus Interchanges	2,747,472	9,302,278	3,256,216	6,046,062	35.00%
83010000	I-215 San/Riv Project Development	55,986	85,986	75,946	10,041	88.32%
83410000	I-215 Final Design	190,557	684,679	254,052	430,627	37.11%
83610000	I-215 Right of Way Acquisition	4,619,790	21,333,175	5,637,345	15,695,830	26.43%
83810000	I-215 Construction	49,666,288	63,037,082	20,118,005	42,919,077	31.91%
83910000	I-215 Bi-County HOV Gap Closure	2,739,011	3,078,496	1,171,788	1,906,708	38.06%
84010000	I-215 Barton Road Interchange	117,949	297,949	185,832	112,117	62.37%
84110000	I-10 Riverside Interchange	21,532,752	22,306,362	483,778	21,822,584	2.17%
84210000	I-10 Tippecanoe Interchange	2,257,683	1,633,934	338,823	1,295,111	20.74%
84310000	I-10 Live Oak Canyon	244,811	493,340	139,902	353,438	28.36%
84510000	Mt. Vernon/Washington Interchange	202,430	1,132,173	255,823	876,350	22.60%
85010000	Alternative Project Financing	1,724,808	2,620,073	448,395	2,171,678	17.11%
86010000	I-10 Lande Addition - Redlands	122,000	383,606	110,915	272,691	28.91%
86210000	I-10 Westbound Lane Addition - Yucaipa	10,423,072	10,642,203	572,713	10,069,490	5.38%
86910000	Glen Helen Parkway Grade Separation	664,194	1,215,071	122,263	1,092,808	10.06%
87010000	Hunts Lane Grade Separation	12,102,165	12,110,915	3,440,218	8,670,697	28.41%
87110000	State St./University Parkway Grade Separation	573,461	910,368	315,381	594,987	34.64%
87210000	Ramona Avenue Grade Separation	1,341,266	6,377,443	3,535,152	2,842,291	55.43%
87310000	Valley Boulevard Grade Separation	93,370	646,881	95	646,786	0.01%
87410000	Palm Avenue Grade Separation	582,368	1,018,050	236,589	781,461	23.24%
87510000	Main Street Grade Separation	308,126	308,126	-	308,126	0.00%
87610000	S Milliken Avenue/UPRR Grade Separation	703,371	904,639	43,696	860,943	4.83%
87710000	Vineyard Avenue/UPRR Grade Separation	711,856	983,511	97,326	886,185	9.90%
87810000	Archibald Avenue/UPRR Grade Separation	707,671	987,069	6,525	980,544	0.66%
87910000	Colton Crossing BNSF/UPRR Grade Separation	2,411,354	2,494,008	497,506	1,996,502	19.95%
88010000	I-15/I-215 Devore Interchange	2,744,616	2,853,975	2,283,113	570,862	80.00%
88110000	Lenwood Avenue Grade Separation	-	1,995,000	544	1,994,456	0.03%
93110000	Debt Service-Major/97 Issue	10,524,206	10,524,206	10,524,206	-	100.00%
94410000	Debt Service-Major/96 Issue	6,566,250	6,566,250	5,661,812	904,438	86.23%
94810000	Debt Service-Major/01 Issue A	11,665,500	11,665,500	11,665,500	-	100.00%
94910000	Debt Service-Major/92 Issue B	10,457,200	10,457,200	10,287,793	169,407	98.38%
<b>TOTAL MAJOR PROJECT DELIVERY PROGRAM</b>		<b>169,998,921</b>	<b>229,014,257</b>	<b>89,020,688</b>	<b>139,993,569</b>	<b>38.87%</b>

**San Bernardino Associated Governments  
Budget to Actual Report: July 09 - March 2010  
Fiscal Year 2009/2010**

**TRANSIT & PASSENGER RAIL PROGRAM**

TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	EXPENDITURES	TASK BALANCE	% OF BUDGET EXPENDED
30910000	General Transit	411,580	317,413	225,582	91,831	71.07%
31510000	Omnitrans	72,527	62,524	70,062	(7,538)	112.06%
31610000	Barstow-County- Transit	37,654	451,637	23,068	428,569	5.11%
31710000	Victor Valley Transit	57,128	68,200	51,166	17,034	75.02%
31810000	Morongo Basin Transit	33,585	27,911	10,712	17,199	38.38%
31910000	Social Service Transportation Plan	172,380	329,798	116,739	213,059	35.40%
32010000	Needles Transit	18,470	15,834	6,819	9,015	43.07%
32110000	Mountain Area Transit	36,814	30,963	15,956	15,007	51.53%
35210000	General Commuter Rail	636,976	640,262	357,027	283,235	55.76%
37710000	Commuter Rail Operating Expenses	10,628,115	10,992,964	7,247,073	3,745,891	65.92%
37810000	Speedway Rail Operating Expenses	171,475	171,475	17,491	153,984	10.20%
37910000	Commuter Rail Capital Expenses	1,136,000	28,892,249	4,372,388	24,519,861	15.13%
38010000	Redlands Rail Extension	75,841	617,763	155,616	462,147	25.19%
38110000	Gold Line Phase II	46,891	83,412	6,816	76,596	8.17%
50110000	Federal Transit Act Programming	83,299	78,773	27,887	50,886	35.40%
<b>TOTAL TRANSIT &amp; PASSENGER RAIL PROGRAM</b>		<b>13,618,735</b>	<b>42,781,178</b>	<b>12,704,402</b>	<b>30,076,776</b>	<b>29.70%</b>

**San Bernardino Associated Governments**  
**Budget to Actual Report: July 09 - March 2010**  
**Fiscal Year 2009/2010**

**TRANSPORTATION FUND ADMINISTRATION PROGRAM**

TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	EXPENDITURES	TASK BALANCE	% OF BUDGET EXPENDED
50210000	TDA Administration	425,000	472,450	166,929	305,521	35.33%
50410000	Measure I Administration - Valley	136,661	24,465,179	2,016,866	22,448,313	8.24%
50510000	Measure I Administration - Mt./Desert General	164,721	6,039,741	113,903	5,925,838	1.89%
50610000	Local Transportation Fund	54,068,165	54,068,165	44,579,601	9,488,564	82.45%
50710000	State Transit Assistance Fund	884,410	9,418,827	4,234,090	5,184,737	44.95%
51310000	Measure I Valley E & D	6,025,000	6,172,483	4,197,704	1,974,779	68.01%
51510000	Measure I Valley Apportionment/Allocation	143,421	143,421	91,444	51,977	63.76%
61010000	Measure I 2010-2040 Project Advancement	39,651	39,651	7,062	32,589	17.81%
90710000	Debt Service-Big Bear/92 Issue	108,212	108,212	108,212	-	100.00%
90810000	Debt Service-Mt./Unincorporated/92 Issue	45,965	45,965	45,964	1	100.00%
91800000	Valley Measured Local	18,105,766	18,116,217	13,703,319	4,412,898	75.64%
91801000	Mt./Desert Measure I Local	18,727,823	19,666,010	14,780,427	4,885,583	75.16%
94610000	Debt Service-Barstow/96 Issue	742,120	742,120	750,262	(8,142)	101.10%
95010000	Debt Service-Yucca Valley/01 Issue B	169,410	169,410	169,407	3	100.00%
<b>TOTAL TRANSPORTATION FUND ADMINISTRATION PROGRAM</b>		<b>99,786,325</b>	<b>139,667,851</b>	<b>84,965,191</b>	<b>54,702,660</b>	<b>60.83%</b>

**San Bernardino Associated Governments  
Budget to Actual Report: July 09 - March 2010  
Fiscal Year 2009/2010**

**GENERAL - COUNCIL OF GOVERNMENTS SUPPORT PROGRAM**

TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	EXPENDITURES	TASK BALANCE	% OF BUDGET EXPENDED
10410000	Intergovernmental Relations	407,904	407,904	228,316	179,588	55.97%
49010000	Council of Gov'ts New Initiatives	444,726	998,463	9,940	988,523	1.00%
50310000	Legislation	516,954	527,066	354,892	172,174	67.33%
60510000	Publications & Public Outreach	494,259	494,259	279,151	215,108	56.48%
80510000	Building Operations	99,314	108,639	70,451	38,188	64.85%
80610000	Building Improvements	167,841	167,841	35,929	131,912	21.41%
94210000	Financial Management	368,498	417,498	134,102	283,396	32.12%
<b>TOTAL COUNCIL OF GOVERNMENTS SUPPORT PROGRAM</b>		<b>2,499,496</b>	<b>3,121,670</b>	<b>1,112,782</b>	<b>2,008,888</b>	<b>35.65%</b>

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

## *Minute Action*

AGENDA ITEM: 6

**Date:** May 12, 2010

**Subject:** Arbitrage Disbursement for Sales Tax Revenue Bond 2001 B

**Recommendation:\*** Approve arbitrage rebate of \$647,465.39 to the Internal Revenue Service.

**Background:** On February 7, 2001, the SANBAG Board of Directors approved Resolution 01-012 authorizing the refinancing of the 1993 Sales Tax Revenue Bond Series A with the 2001 Sales Tax Revenue Refunding Bond Series B.

The final principal and interest payment for the 2001 Series B bond was made on March 1, 2010. SANBAG engaged the services of BondLogistix, LLC to perform the final arbitrage calculation for the 2001 Series B bond. Arbitrage is the difference between the rate at which the proceeds were borrowed and the rate at which the proceeds were invested. Any interest earned in excess of the Internal Revenue Service (IRS) guidelines on the investment of tax-exempt bond proceeds must be remitted to the IRS unless the rebate exceptions are met.

There was no excess arbitrage relating to the Bond Project or Bond Escrow Funds. The excess arbitrage was attributed to the Bond Reserve Fund from April 1, 2001 through March 10, 2010. The Bond Reserve Fund is required by bond covenant.

The arbitrage rebate payment of \$647,465.39 must be submitted by April 30, 2010 (60 days after March 1, 2010, final maturity of the bonds). SANBAG submitted the arbitrage rebate payment on April 29, 2010.

*Approved  
Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:*

*Second:*

*In Favor:*

*Opposed:*

*Abstained:*

*Witnessed:* \_\_\_\_\_



***Financial Impact:*** There are sufficient appropriations in debt service tasks 93110000, 94410000, 94810000 and 9410000 for the arbitrage payment of \$647,465.39. The arbitrage payment for the 2001 Sales Tax Revenue Refunding Bond Series B will be funded from the Bond Reserve Fund.

***Reviewed By:*** This item is scheduled for review by the Administrative Committee on May 12, 2010.

***Responsible Staff:*** William Stawarski, Chief Financial Officer

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April 5, 2010

San Bernardino County Transportation Authority  
c/o San Bernardino Associated Governments  
1170 W. 3rd. Street, 2nd Floor  
San Bernardino, CA 92410-1715

Re: \$47,020,000  
San Bernardino County Transportation Authority  
Sales Tax Revenue Refunding Bonds (Limited Tax Bonds), 2001 Series B  
Final Arbitrage Rebate and Yield Restriction Analyses  
Computation Period: April 11, 2001 through March 1, 2010

Ladies and Gentlemen:

This report (the "Report"), which is being delivered to you pursuant to our engagement letter, consists of computations and the assumptions on which such computations are based with respect to the rebate and yield restriction liabilities of the San Bernardino County Transportation Authority (the "Issuer") in connection with the above-captioned issue (the "Bonds") for the above-referenced period (the "Final Computation Period").

The computations herein are based on an analysis of existing laws, regulations, and rulings. The Department of the Treasury ("Treasury") may publish additional regulations and supplement, amend, or interpret such laws, regulations, and rulings from time to time, with the result that the amount of rebate and yield restriction liabilities described in the Report may be subject to adjustment under such future pronouncements.

The scope of our engagement was limited to preparing the Report based on information supplied to us. In accordance with our engagement letter (which is incorporated herein by reference), our engagement did not include determination of whether securities allocable to proceeds of the Bonds were purchased at fair market value within the meaning of Treasury Regulations, or an audit or review of the investments acquired with gross proceeds or the payment of debt service on the Bonds. With your permission, we have relied entirely on the information provided to us without independent verification, and we express no opinion as to the completeness, accuracy, or suitability of such information for purposes of calculating rebate and yield restriction liabilities with respect to the Bonds. We have undertaken no responsibility to audit or review the tax-exempt status of interest on the Bonds or any other aspect of the Bond program. We are under no obligation to consider any information obtained by us pursuant to this engagement for any purpose other than determining such rebate and yield restriction liabilities. Also, we have no obligation to update this Report because of any events occurring, changes in existing laws, regulations, or rulings or interpretations thereof, or data or information received, subsequent to the date hereof.

BOSTON

DALLAS

LOS ANGELES

NEW YORK

PHOENIX

PORTLAND

SAN FRANCISCO

TAMPA

ADM1005c-cac

6127211

For the Final Computation Period April 11, 2001 through March 1, 2010:

Allowable Yield on Investments (Rebate):	3.926151%
Cumulative Rebate Liability:	\$0.00
Final Rebate Payment Due:	<u>\$0.00</u>
Allowable Yield on Investments (Yield Restriction):	3.927151%
Yield Restriction Liability:	\$647,465.39
Final Yield Reduction Payment Due:	<u>\$647,465.39</u>

As set forth on Schedule A hereof, the amount to be paid to the United States on or before April 30, 2010 (60 days after March 1, 2010, the final maturity date of the Bonds) is equal to \$647,465.39. This amount is equal to one hundred percent (100%) of the Cumulative Rebate Liability (reduced by applicable computation date credits, any previous rebate and yield reduction payments made in connection with previous installment computation periods, and Yield Restriction Liability) and Yield Restriction Liability (reduced by any previous yield reduction payments made in connection with previous installment computation periods). This amount must be remitted with a completed IRS Form 8038-T, a partially completed form of which is attached hereto as Exhibit A. In addition, since no Bonds remain outstanding, no further arbitrage rebate calculations are necessary with respect to the Bonds.

This Report is not to be used, circulated, quoted, referred to, or relied upon by any other person without our express written permission.

Very truly yours,



Bond Logistix LLC



ORRICK, HERRINGTON & SUTCLIFFE LLP  
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April 5, 2010

San Bernardino County Transportation Authority  
c/o San Bernardino Associated Governments  
1170 W. 3rd. Street, 2nd Floor  
San Bernardino, CA 92410-1715

Re: \$47,020,000  
San Bernardino County Transportation Authority  
Sales Tax Revenue Refunding Bonds (Limited Tax Bonds), 2001 Series B  
Final Arbitrage Rebate and Yield Restriction Analyses  
Computation Period: April 11, 2001 through March 1, 2010

Ladies and Gentlemen:

This opinion is being delivered to you pursuant to our engagement to provide certain legal services and accompanies a report (the "Report") prepared on the date hereof by Bond Logistix LLC ("BLX") consisting of computations and the assumptions on which such computations are based with respect to the rebate and yield restriction liabilities of the San Bernardino County Transportation Authority (the "Issuer") in connection with the above-captioned issue (the "Bonds") for the above-referenced period (the "Final Computation Period"). In particular, we note that our opinion is specifically subject to the notes and assumptions contained in the Report.

The opinion expressed herein is based on an analysis of existing laws, regulations, and rulings. The Department of the Treasury ("Treasury") may publish additional regulations and supplement, amend, or interpret such laws, regulations, and rulings from time to time, with the result that the amount of rebate and yield restriction liabilities described in the Report and in this opinion may be subject to adjustment under such future pronouncements.

The scope of our engagement was limited to preparing this opinion, based on information supplied to us by you, BLX, and The Bank of New York Mellon Trust Company, N. A. (the "Trustee"). In accordance with our engagement letter (which is incorporated herein by reference), our engagement did not include work performed by prior counsel, independent determination of which funds were subject to or exempt from rebate, determination of whether securities allocable to proceeds of the Bonds were purchased at fair market value within the meaning of Treasury Regulations, or an audit or review of the investments acquired with gross proceeds or the payment of debt service on the Bonds. With your permission, we have relied entirely on information provided by you, BLX, and the Trustee without independent verification, and we express no opinion as to the completeness, accuracy, or suitability of such information for purposes of calculating rebate and yield restriction liabilities with respect to the Bonds. We have undertaken no responsibility to audit or review the tax-exempt status of interest on the Bonds or any other aspect of the Bond program. No opinion is expressed on any matter other than rebate and yield restriction liabilities to the extent set forth below, and we are under no obligation to consider any information obtained by us pursuant to this engagement for any purpose other than determining such rebate and yield restriction liabilities. Also, we have no obligation to update this opinion because of any



events occurring, changes in existing laws, regulations, or rulings or interpretations thereof, or data or information received, subsequent to the date hereof.

Based on and subject to the foregoing, and subject to the notes and assumptions contained in the Report, in our opinion, the computations shown in the Report were performed in accordance with applicable federal law and regulations and reflect the following:

For the Final Computation Period April 11, 2001 through March 1, 2010:

Allowable Yield on Investments (Rebate):	3.926151%
Cumulative Rebate Liability:	\$0.00
Final Rebate Payment Due:	<u>\$0.00</u>
Allowable Yield on Investments (Yield Restriction):	3.927151%
Yield Restriction Liability:	\$647,465.39
Final Yield Reduction Payment Due:	<u>\$647,465.39</u>

In addition, since no Bonds remain outstanding, no further arbitrage rebate calculations are necessary with respect to the Bonds.

This opinion is not to be used, circulated, quoted, referred to, or relied upon by any other person without our express written permission.

Very truly yours,

ORRICK, HERRINGTON & SUTCLIFFE LLP

**NOTES AND ASSUMPTIONS**

1. The Dated Date of the Bonds is April 1, 2001.
2. The Issue Date of the Bonds is April 11, 2001.
3. The Final Computation Period is April 11, 2001 to March 1, 2010.
4. Consistent with Section 3.4 of the Tax and Nonarbitrage Certificate, the Bonds constitute one issue for federal taxation purposes and are not treated as part of any other issue of governmental obligations.
5. Consistent with Exhibit G Section 1 of the Tax and Nonarbitrage Certificate, the end of the first Bond Year with respect to the Bonds for purposes of determining installment computation dates is March 1, 2002. Subsequent Bond Years end on each successive March 1 until March 1, 2010, the final maturity date of the Bonds.
6. Computations of yield are based on a 360-day year and semiannual compounding.
7. For debt service, yield, and investment cash flow purposes, all payments and receipts with respect to the Bonds and proceeds thereof are accurately set forth in the schedules contained in Tab Sections 4 and 5 hereof. No early redemptions of principal have taken place or been provided for. We are not aware of any hedging arrangement (such as an interest rate swap) that would affect the yield on the Bonds. For purposes of determining yield on the Bonds, the issue price is based on the offering prices of the Bonds as set forth in the Official Statement.
8. The purchase price of each investment is at fair market value, exclusive of brokerage commissions, administrative expenses, or similar expenses and is representative of an arm's length transaction which did not reduce the rebate amount required to be paid to the United States.
9. The Bonds are not "refunded" bonds. The Bonds are "refunding" bonds, the proceeds of which were used to advance refund the Issuer's Sales Tax Revenue Bonds (Limited Tax Bonds) 1993 Series A (the "Prior Bonds"), and, therefore, give rise to transferred proceeds from the Prior Bonds pursuant to Treasury Regulations Section 1.148-9(b). Accordingly, proceeds of the Prior Bonds cease to be treated as proceeds of the Prior Bonds and instead are treated as proceeds of the Bonds as proceeds of the Bonds are used to discharge principal of the Prior Bonds. The extent to which such transfers occur is set forth on Appendix A hereof.
10. The only funds established relating to the Bonds are the following:
  - Project Fund
  - Escrow Fund
  - Interest Fund

Sales Tax Revenue Fund  
Principal Fund  
Bond Reserve Fund  
Redemption Fund  
Rebate Fund

11. The Sales Tax Revenue Fund (to the extent amounts in such fund are expected to be used for the payment of debt service on the Bonds), Interest Fund, Principal Fund and Redemption Fund collectively constitute a bona fide debt service fund and are not taken into account in determining Cumulative Rebate Liability pursuant to Section 148(f)(4)(A) of the Internal Revenue Code (the "Code").
12. Through the Final Computation Period, the Rebate Fund did not contain gross proceeds of the Bonds.
13. We have endeavored to distinguish between proceeds of the Bonds subject to the rebate requirement and other monies which have been commingled in the Bond Reserve Fund. This "uncommingling" was based on a pro-rata allocation of proceeds to investments and expenditures.
14. Consistent with Section 5.4 and Exhibit D of the Tax and Nonarbitrage Certificate, we have treated the fees paid for the bond insurance and reserve fund surety policy as payments for a "qualified guarantee" within the meaning of Treasury Regulations Section 1.148-4(f).
15. The rebate payment in the amount of \$87,061.36 and the yield reduction payment in the amount of \$102,788.96 paid in connection with March 1, 2006 (the end of the First Installment Computation Period) and the applicable computation date credits were taken into account in determining the Cumulative Rebate Liability. See Schedule A hereof. Pursuant to Proposed Treasury Regulations, dated September 26, 2007, for any Bond Year ending on or after September 26, 2007, a computation date credit in the amount of \$1,400 or higher (as adjusted in the future for inflation as described in said Regulations) is applicable. We have assumed the Issuer has elected to apply this provision of the Proposed Regulations to the Bonds.
16. The Issuer entered into a Debt Service Reserve Agreement (the "Agreement") with TMG Financial Products Inc. ("TMGFP", the "Provider"). For rebate purposes, we have included the fees paid by the Issuer to the Provider in determining the yield on the Agreement. On April 27, 2005, the Agreement was terminated and a termination fee was paid by the Issuer to the Provider. Such fee was taken into account in determining the Cumulative Rebate Liability.
17. Per advice from Bond Counsel, as of March 1, 2005, amounts in the Bond Reserve Fund no longer constitutes a reasonably required reserve with respect to the Refunded Bonds. In addition, since the Issuer purchased a reserve fund surety policy in connection with the reserve requirement for the Bonds, amounts held in the Bond Reserve Fund no longer constitutes a reasonably required reserve with respect to the Bonds. After March 1, 2005, such amount becomes yield restricted and is eligible for yield reduction payments.

## *Minute Action*

AGENDA ITEM: 7

**Date:** May 12, 2010

**Subject:** Process for the Formation of the Measure I Independent Taxpayers Oversight Committee (ITOC)

**Recommendation:\*** Approve the following recommendations in relation to the formation of the ITOC:

- 1) Form an ad-hoc subcommittee of the Administrative Committee to select the Measure I Independent Taxpayer Oversight Committee (ITOC). The Subcommittee would consist of five members as follows:
  1. SANBAG Board President
  2. SANBAG Board Vice President
  3. Representative of the Mountain/Desert Subregion
  4. Representative of the East Valley Subregion
  5. Representative of the West Valley Subregion
- 2) Adopt the schedule shown on Attachment B for the selection process to insure that the ITOC is selected before the end of September 2010 as specified by Measure I.

**Background:** When Measure I was renewed by the voters, it included a requirement that an ITOC be formed. An excerpt from Measure I Ordinance 04-01 covering the ITOC is included as Attachment A. The ITOC will provide citizen review to ensure that all Measure I funds are spent by SANBAG in accordance with provisions of the Measure I Expenditure Plan.

*Approved  
Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:*

*Second:*

*In Favor:*

*Opposed:*

*Abstained:*

*Witnessed:* \_\_\_\_\_



Measure I states that there will be an open process to select the five committee members. The committee members are required to possess the following credentials:

1. One member who is a professional in the field of municipal audit, finance and/or budgeting with a minimum of five years in a relevant and senior decision-making position in the public or private sector.
2. One member who is a licensed civil engineer or trained transportation planner with at least five years of demonstrated experience in the fields of transportation and/or urban design in government and/or the private sector. No member shall be a recipient or sub-recipient of Measure "I" funding.
3. One member who is a current or retired manager of a major publicly financed development or construction project, who by training and experience would understand the complexity, costs and implementation issues in building large scale transportation improvements.
4. One member who is a current or retired manager of a major privately financed development or construction project, who by training and experience would understand the complexity, costs and implementation issues in building large scale transportation improvements.
5. One public member, who possesses the knowledge and skills which will be helpful to the work of the ITOC.
6. The SANBAG Board President and the SANBAG Executive Director shall serve as ex-officio members of the ITOC.

Listed below are additional requirements established in the Measure I Ordinance with regards to the ITOC.

- Committee members shall serve staggered four-year terms.
- In no case shall any voting committee member serve more than eight years on the ITOC.
- Committee members shall serve without compensation, except they shall be reimbursed for authorized travel and other expenses directly related to the work of the ITOC.
- Committee members cannot be a current local elected official in the county or a full time staff member of any city, the county government, local transit operator, or state transportation agency.
- Non-voting ex-officio committee members shall serve only as long as they remain incumbents in their respective positions and shall be automatically replaced by their successors in those positions.

- If and when vacancies on the ITOC occur on the part of voting committee members, either due to expiration of term, death or resignation the nominating body for that committee shall nominate an appropriate replacement within 90 days of the vacancy to fill the remainder of the term.
- ITOC voting members shall have no legal action pending against SANBAG and are prohibited from acting in any commercial activity directly or indirectly involving SANBAG, such as being a consultant during their tenure on the ITOC.
- ITOC voting members shall not have direct commercial interest or employment with any public or private entity, which receives Measure I funds.

Outlined on Attachment B is a procedure and schedule for ITOC selection. Once the members have been selected, an initial ITOC meeting will be scheduled to go over the duties, responsibilities and expectations of the ITOC. ITOC members will also need to draw straws for terms. Measure I states that ITOC members will serve staggered terms. Two members will have initial two year terms and the other three would have normal four year terms.

***Financial Impact:*** This item will have no impact on the proposed Fiscal Year 2010/2011 budget. Activities to select the ITOC and provide staff support to the ITOC will be absorbed by Task 50411000 Measure I Administration – Valley and Task 50511000 Measure I Administration – Mountain/Desert.

***Reviewed By:*** This item will be reviewed by the Administrative Committee on May 12, 2010.

***Responsible Staff:*** Duane A. Baker, Director of Management Services

## Attachment A

### Independent Taxpayer Oversight Committee (ITOC)

**ITOC Goal and Function.** Voter approval of this Measure "I" shall result in creation of an Independent Taxpayer and Oversight Committee (ITOC) as follows:

The ITOC shall provide citizen review to ensure that all Measure "I" funds are spent by the San Bernardino County Transportation Authority (hereby referred to as the Authority) in accordance with provisions of the Expenditure Plan and Ordinance No. 04-01.

**Audit Requirement.** A bi-annual fiscal and compliance audit shall be performed in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. The audit shall review the basic financial statements of the San Bernardino County Transportation Authority as defined by the Governmental Accounting Standard Board and the financial and compliance audits of the member jurisdictions.

**Role of Financial and Compliance Audit and the ITOC.** The ITOC shall review the annual audits of the Authority; report findings based on the audits to the Authority; and recommend any additional audits for consideration which the ITOC believes may improve the financial operation and integrity of program implementation.

The Authority shall hold a publicly noticed meeting, which may or may not be included on the agenda of a regularly scheduled Board meeting, with the participation of the ITOC to consider the findings and recommendations of the audits.

**Membership and Selection Process.** The Authority shall have an open process to select five committee members, which shall include solicitation of trade and other organizations to suggest potential nominees to the committee. The committee members shall possess the following credentials:

- One member who is a professional in the field of municipal audit, finance and/or budgeting with a minimum of five years in a relevant and senior decision-making position in the public or private sector.
- One member who is a licensed civil engineer or trained transportation planner with at least five years of demonstrated experience in the fields of transportation and/or urban design in government and/or the private sector. No member shall be a recipient or sub-recipient of Measure "I" funding.
- One member who is a current or retired manager of a major publicly financed development or construction project, who by training and experience would understand the complexity, costs and implementation issues in building large scale transportation improvements.
- One member who is a current or retired manager of a major privately financed development or construction project, who by training and experience would understand the complexity, costs and implementation issues in building large scale transportation improvements.
- One public member, who possesses the knowledge and skills which will be helpful to the work of the ITOC.
- The Chair and the Executive Director of the Authority shall serve as ex-officio members of the ITOC.

## Attachment A

**Terms and Conditions for Committees.** Committee members shall serve staggered four-year terms. In no case shall any voting committee member serve more than eight years on the ITOC.

- Committee members shall serve without compensation, except they shall be reimbursed for authorized travel and other expenses directly related to the work of the ITOC.
- Committee members cannot be a current local elected official in the county or a full time staff member of any city, the county government, local transit operator, or state transportation agency.
- Non-voting ex-officio committee members shall serve only as long as they remain incumbents in their respective positions and shall be automatically replaced by their successors in those positions.
- If and when vacancies on the ITOC occur on the part of voting committee members, either due to expiration of term, death or resignation the nominating body for that committee shall nominate an appropriate replacement within 90 days of the vacancy to fill the remainder of the term.

### **ITOC Operation Protocols.**

- Given the thirty-year duration of the tax extension, the ITOC shall be appointed 180 days after the effective date of the tax extension (April 1, 2010) and continue as long as Measure "I" revenues are collected.
- Authority Board of Directors and staff shall fully cooperate with and provide necessary support to ensure the ITOC successfully carries out its duties and obligations.

**Conflict of Interest.** ITOC voting members shall have no legal action pending against the Authority or San Bernardino Associated Governments and are prohibited from acting in any commercial activity directly or indirectly involving the Authority or San Bernardino Associated Governments, such as being a consultant during their tenure on the ITOC. ITOC voting members shall not have direct commercial interest or employment with any public or private entity, which receives the transportation tax funds authorized by the voters in this Ordinance.

## Attachment B

DATE	ACTIVITY
May 12, 2010	Administrative Committee approves ITOC selection schedule and subcommittee.
June 2, 2010	Board of Directors approves the ITOC selection schedule and subcommittee. Formally request Board members to identify potential candidates and to encourage those individuals to apply.
June 3, 2010	Advertise openings and begin outreach to trade groups and likely candidates.
July 2, 2010	Application period for ITOC candidates closes.
July 6, 2010	SANBAG staff screens applications for eligibility under the criteria established in Measure I.
July 14, 2010	Selection committee screens eligible applications and selects those to interview.
July 15, 2010	SANBAG staff informs applicants selected for interview.
July 28, 2010	Subcommittee holds interviews and makes recommendations.
August 11, 2010	Subcommittee recommendations presented to Administrative Committee for approval.
September 1, 2010	Subcommittee recommendations presented to SANBAG Board for approval.

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

## *Minute Action*

AGENDA ITEM: 8

**Date:** May 12, 2010  
**Subject:** State and Federal Legislative Update  
**Recommendation:\*** Receive and file  
**Background:** Federal Update

While the Senate debates the financial services reform bill, efforts continue to advance other legislative priorities, including the FY 2011 budget and the energy/climate change bill. On the budget, Members of Congress are divided over the need to increase spending for domestic programs, including transportation, versus the pressures to reduce the federal budget deficit. The energy/climate change bill appears to be dead this year, given reluctance to pass legislation in an election year that would increase the cost of energy. Additionally, the massive Gulf of Mexico oil spill has cast a shadow over proposals to expand offshore drilling.

There still is no consensus between the Congress and Obama Administration on financing a multi-year transportation authorization bill. As such, it is highly unlikely that the bill will move until after the November elections. The U.S. Department of Transportation (DOT) has still not offered its principles for the next authorization bill, despite oft-repeated predictions that the Administration would go on the record soon. In the meantime, Senator Boxer, Chair of the Senate Committee on Environment & Public Works (EPW), has announced that her staff is beginning to draft an authorization bill and will hold hearings later this year. SANBAG staff has participated in a regional policy development effort with Mobility 21 to submit comments to the EPW Committee and House Transportation & Infrastructure Committee, consistent with SANBAG's adopted legislative platform.

*Approved*  
*Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:*

*Second:*

*In Favor:*

*Opposed:*

*Abstained:*

*Witnessed:* \_\_\_\_\_

The annual transportation appropriations bill is not expected to be finalized until the end of the year at the earliest, during a lame duck session. To make matters more interesting, both party caucuses in the House have made differing pledges regarding earmarks. First, Democrats pledged to not seek earmarks on behalf of for-profit entities; Republicans responded by pledging to seek no earmarks whatsoever. These moratoriums will apply for this year only. Neither caucus in the Senate has made any such pledge. SANBAG submitted earmark requests to its representatives in the House and Senate in February pursuant to Board direction. Staff will work with member offices and Commission federal advocates on strategies to continue to promote SANBAG priority projects.

The Obama Administration has issued several Notices of Funding Availability (NOFA) for grant programs funded in the FY 2010 Transportation Appropriations bill. Last week, the Department of Transportation outlined a process for grant applications for the \$600 million TIGER 2 grant program, followed this week by a \$775 Federal Transit Administration NOFA aimed at modernizing transit bus systems. Both are competitive grant programs that must be approved by DOT. Funding is also available for positive train control through a \$50 million research and development program, for which rail safety in the Los Angeles basin is a priority funding criteria.

SANBAG received a special visit from Senator Barbara Boxer in early April. The Senator received a briefing on the I-215 ARRA project on the construction site itself. Several SANBAG Board members were in attendance to meet with the Senator and provided the briefing. During this event, the Senator also expressed strong support for the I-15/I-215 Devore Interchange. The Senator's visit follows on the heels of a successful advocacy trip to Washington, DC by SANBAG officers. SANBAG offers thanks to the Senator and members of her staff who helped coordinate this successful visit.

### **State Update**

At the time this staff report was written, the Governor's May Revise of the state budget had not been released yet. SANBAG staff will monitor the May Revise for transportation funding and keep the Board apprised. Following enactment of the gas tax swap in March, it is expected that transportation will remain off the table in upcoming budget negotiations. However, SANBAG advocates and staff will remain attentive to activity in the Capitol.

**Financial Impact:** This item has no immediate impact on the SANBAG Fiscal Year 2009/2010 budget.

**Reviewed By:** This item will be reviewed by the Administrative Committee on May 12, 2010.

**Responsible Staff:** Aaron Hake, Director of Intergovernmental & Legislative Affairs

## *Minute Action*

AGENDA ITEM: 9

**Date:** May 12, 2010

**Subject:** SANBAG Classification and Compensation Study

**Recommendation:**\* Approve the following recommendations made in relation to the SANBAG Classification and Compensation policies:

- 1) Technical title changes to 16 SANBAG positions as outlined in Attachment A.
- 2) Change the Fair Labor Standards Act (FLSA) status of six positions as outlined in Attachment B.
- 3) Adopt a new Open Range Salary Plan as shown on the amended Policy 10107 Appendix A-Attachment C.
- 4) Adopt a new SANBAG Classification Plan and salary range assignment as shown on the attached amended Policy 10110 Appendix A-Attachment D.
- 5) Adopt amendments to Policy 10107 – Compensation Administration to incorporate the changes to the salary range and classification system-Attachment E.
- 6) Adopt amendments to Policy 10110 – Employment Status and Classification to incorporate the changes to the salary range and classification system-Attachment F.

**Background:** The ability of SANBAG to plan, program, and deliver transportation and transit projects as well as fulfill our role as the council of governments depends upon a quality staff. SANBAG is in a competitive marketplace for qualified employees with the appropriate knowledge and experience. To help insure that SANBAG

Approved  
Administrative Committee

Date: \_\_\_\_\_

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: \_\_\_\_\_



can attract and retain a quality workforce, Public Sector Personnel Consultants (PSPC) was commissioned to study SANBAG position classifications and compensation. (This study has been provided to the committee under separate cover).

There are two basic purposes of this classification and compensation study. One purpose is to examine SANBAG's job titles and job descriptions to make sure they are appropriate for the work actually being performed, are internally consistent and are compatible with the marketplace. The second purpose is to examine SANBAG's salary and benefit plan for competitiveness among a range of comparable survey agencies.

#### Classification Plan

The study found that the classifications currently being used for positions at SANBAG are appropriate for the work being performed though it is recommended that 16 job titles be modified. These technical job title modifications are being recommended so that the titles are more in line with industry standards and better reflect the hierarchy of positions within SANBAG. The titles recommended for change are detailed in Attachment A.

Another key finding during the analysis of SANBAG's classification system was how classifications were designated as either "exempt" or "non-exempt" from provisions of the federal Fair Labor Standards Act (FLSA). The FLSA requires that most employees be paid for all hours worked and overtime paid for all hours worked over 40 hours in a workweek. However, there are exemptions from overtime pay for certain executive, administrative, professional, and some computer employees. Federal law defines these exemptions very specifically. Our consultant and SANBAG counsel used this opportunity to review all SANBAG positions and evaluate whether they are exempt or not from FLSA. The result of this analysis resulted in a recommendation to reclassify six positions from "exempt" to "non-exempt". A table showing each position in SANBAG that will change FLSA status is shown as Attachment B.

The primary result of reclassifying these positions is that SANBAG may experience higher labor costs due to more employees being eligible for overtime. Based on the positions being reclassified and the hours worked over 40 hours in a week in the past year, SANBAG could experience additional overtime costs of up to \$35,000 during the year. SANBAG management will be tasked with managing overtime in a manner consistent with the adopted budget.

Another change that will be required as a result of the change in "exempt" status is the SANBAG policy on Administrative Leave. Current policy states that all

exempt employees shall receive 40 hours of Administrative Leave annually. This is to compensate these employees for the fact that they must routinely work over 40 hours in a work week. That provision won't change. However, six employees in the Administrative/Professional classification that have been receiving Administrative Leave will no longer be eligible because of their new "non-exempt" status.

#### Compensation Plan

The study found that generally SANBAG's compensation plan is competitive. Looking at salary alone, 76% of benchmarked classifications are within 5% or have a higher salary when compared with designated public and private competitor employers. When looking at total compensation, including both salary and benefits, 71% of benchmarked classifications are within 5% or have higher compensation when compared with the same designated public and private competitor employers.

Conversely, 24% of our benchmarked classifications are not competitive in salary when compared with competitor employers. This means that the midpoint salary is more than 5% below the survey midpoint of salary at competitor employers for similar positions.

In examining SANBAG's compensation plan, the consultant made a recommendation regarding the salary range structure that will make SANBAG competitive without an initial cost to implement. The consultant is recommending that SANBAG move to an "Open Range" salary structure for all positions.

Currently, SANBAG uses two salary structures: an "Open Range" structure for executive staff and a "Range/Step" structure for all other positions. The "Range/Step" plan contains 35 ranges consisting of 9 steps that are 2.5% apart. The separation between each range is 5%. Support job classifications are assigned to one range creating an in-range opportunity of 21.55% from the minimum salary to the maximum salary. Administrative/Professional classifications are assigned to multiple (from four up to six) salary ranges which creates opportunities ranging from 40.71% to 55.13% from the minimum salary to the maximum salary.

The recommended "Open Range" structure would provide a uniform in-range salary opportunity of 50% from minimum salary to maximum salary for all position classifications. Also, all positions would be assigned to a single range. The advantage of this system over a "Range/Step" system is that it gives greater flexibility in providing increases for performance and in establishing a

hire-on salary. Currently SANBAG is limited to steps in 2.5% or 5% increments. In the recommended "Open Range" system, increases can be given in any increment; 0.5%, 1%, 1.5% etc. This gives managers greater flexibility in managing budget and employee incentives. It also gives us greater room in a range to reward and retain experienced employees.

In this system, the midpoint of a salary range is where a normal performing employee should expect to be. However, employees who show exceptional performance can be advanced higher in the range based on their annual performance review. This is not a longevity based system but a performance based system.

The recommended "Open Range" plan assigns position classifications to salary ranges based on the compensation survey of competitor employers. The current salaries for all employees fall within the recommended ranges. This means that there will be no fiscal impact in the current year to implement the recommendation. In subsequent years, employees will be able to advance within the open range based on their performance. These costs will be borne as part of the annual budget process that already includes a contingency for merit increases.

#### Study Recommendations

The study makes 12 recommendations regarding SANBAG's classification and compensation system. Some of these recommendations have been outlined in the above sections. The complete list of recommendations along with SANBAG staff's recommended action is as follows:

1. Enact a permanent prevailing rate-related salary policy for SANBAG (page 17 of study).

Staff recommends deferring action on this recommendation. This has long term implications and commits SANBAG to an annual process for assessing compensation and conducting compensation surveys. More analysis of the proposal in light of our budget and economic conditions needs to be made.

2. Establish SANBAG's salary competitiveness policy at 100% of the established prevailing rates (page 17 of study).

Staff recommends deferring action on this recommendation. This has long term implications and commits SANBAG to an annual process for assessing compensation and conducting compensation surveys.

More analysis of the proposal in light of our budget and economic conditions needs to be made.

3. Utilize the Permanent Salary Range Table (Open Range) from the study (page 16 of study).

Staff recommends that the Permanent Salary Range Table be adopted and incorporated into Policy 10107- Compensation Administration (staff recommendation #3).

4. Adopt the FY 2011 base salary range assignments in tables 5 and 6 from the study (pages 18 and 20 of study).

Staff recommends that the base salary range assignments be adopted for Fiscal Year 2010/11 and be incorporated into Policy 10110 – Employment Status and Classification (staff recommendation #4).

5. Annually update the salary plan by reallocating job classes to different salary ranges from the Permanent Salary Range Table reflecting the varying prevailing rate movement for each job class in the marketplace (page 25 of study).

Staff recommends deferring action on this recommendation. This has long term implications and commits SANBAG to an annual process for assessing compensation and conducting compensation surveys. More analysis of the proposal in light of our budget and economic conditions needs to be made.

6. Utilize the salary range linkage guide for salary range allocation of non-benchmark job classes during annual salary plan update (page 22, Table 7 of study).

Staff recommends implementation as part of future salary survey procedures.

7. Upon implementation of the updated salary plan in FY 2011, combine all funds previously provided separately for COLA and merit into a single annual prevailing rate maintenance budget.

Staff recommends deferring action on this recommendation. This has long term implications and commits SANBAG to an annual process for assessing compensation and conducting compensation surveys.

More analysis of the proposal in light of our budget and economic conditions needs to be made.

8. Increase the amount of the annual benefit allowance employees receive to pay for group insurance benefits (page 28 of study).

Staff recommends deferring action on this item this year due to current economic conditions.

9. Increase the life insurance policy amount for executive level employees (page 28 of study).

10. Staff recommends deferring action on this item this year due to current economic conditions.

11. Increase the annual vacation benefit for executive and management level employees and increase the amount of bereavement leave for all employee levels (page 29 and 31 of study).

Staff recommends deferring action on this item this year due to current economic conditions.

12. Develop and implement a comprehensive program and materials to communicate SANBAG's updated position classification and FY 2011 salary plan to all employees.

Staff will implement this recommendation.

13. Conduct workshops for all supervisors, managers, and department heads on SANBAG's updated position classification and FY 2011 salary plan.

Staff will implement this recommendation upon approval of the staff recommendations by the SANBAG Board of Directors.

***Financial Impact:***

The most immediate fiscal impact could be a potential increase in overtime salary costs of approximately \$35,000 due to the change in FLSA status of six employees from "exempt" to "non-exempt". These costs are not known precisely and are only an estimate. There will be a decrease of approximately \$7,000 to SANBAG's Administrative Leave liability for eliminating Administrative Leave for Administrative/Professional classifications that are considered "non-exempt" under FLSA. Any additional costs will be considered in future budgets. Long term, SANBAG will have more employees that will be able to advance

further in their salary range than the current plan allows. Support employees will be able to advance nearly an additional 30% in salary over a number of years depending on performance of incumbent staff. The specifics of such long range increases cannot be specifically quantified due to a wide number of variables.

***Reviewed By:*** This item will be reviewed by the Administrative Committee on May 12, 2010.

***Responsible Staff:*** Duane A. Baker, Director of Management Services

Attachment A  
Technical Job Title Changes

	<b>Current Job Title</b>	<b>Recommended Job Title</b>
1	Accounting Assistant II	Accounting Assistant
2	Administrative Services Specialist	Management Services Specialist
3	Air Quality and Mobility Programs Manager	Air Quality and Mobility Programs Administrator
4	Clerk of the Board/Administrative Assistant	Clerk of the Board/Administrative Supervisor
5	Clerk Receptionist II	Receptionist
6	Clerk Receptionist III	Office Assistant
7	Data Program Administrator	GIS Administrator
8	Director of Intergovernmental and Legislative Affairs	Director of Legislative Affairs
9	Human Resources/Information Services Manager	Human Resources and Information Services Administrator
10	Legislative Specialist	Legislative Analyst
11	Secretary I	Transportation Programming Technician
12	Secretary II	Administrative Assistant
13	Secretary III	Administrative Assistant, Senior
14	Senior Accounting Assistant	Accountant
15	Transportation Programming Analyst, Associate	Transportation Programming Analyst
16	Director of Freeway Construction	Director of Project Delivery

Attachment B  
Changes in Fair Labor Standards Act from Exempt to Non-Exempt Status

	<b>Job Title</b>	<b>FLSA-proposed</b>
1	GIS Administrator	N
2	Legislative Analyst	N
3	Public Information Specialist	N
4	Air Quality and Mobility Programs Specialist	N
5	Transportation Planning Specialist	N
6	Transit Analyst	N



## Attachment C

San Bernardino Associated Governments	<b>Policy</b>	<b>10107 Appendix A</b>
Adopted by the Board of Directors May 2, 2001	Revised	<b>Draft 5/12/10 6/3/09</b>
Compensation Administration <b>SANBAG Salary Plan</b>	Revision No.	<b>11 10</b>

**Table of Contents**

Salary Plan | Revision History |

**San Bernardino Associated Governments**

**Salary Plan for Fiscal Year 2008/2009 and Fiscal Year 2009/2010 2010/2011  
Effective July 3, 2008 2010**

Range		A	Aa	B	Bb	C	Cc	D	Dd	E
1	Hourly	11.63	11.92	12.21	12.52	12.83	13.15	13.47	13.80	14.14
	Monthly	2,016.36	2,066.77	2,117.17	2,170.10	2,223.03	2,278.61	2,334.18	2,392.54	2,450.89
	Annual	24,196.28	24,801.19	25,406.09	26,041.25	26,676.40	27,343.31	28,010.22	28,710.47	29,410.73
2	Hourly	12.21	12.52	12.83	13.15	13.47	13.80	14.14	14.49	14.85
	Monthly	2,117.17	2,170.10	2,223.03	2,278.61	2,334.18	2,392.54	2,450.89	2,512.17	2,573.44
	Annual	25,406.09	26,041.25	26,676.40	27,343.31	28,010.22	28,710.47	29,410.73	30,146.00	30,881.27
3	Hourly	12.83	13.15	13.47	13.80	14.14	14.49	14.85	15.22	15.59
	Monthly	2,223.03	2,278.61	2,334.18	2,392.54	2,450.89	2,512.17	2,573.44	2,637.77	2,702.11
	Annual	26,676.40	27,343.31	28,010.22	28,710.47	29,410.73	30,146.00	30,881.27	31,663.30	32,425.33
4	Hourly	13.47	13.80	14.14	14.49	14.85	15.22	15.59	15.98	16.37
	Monthly	2,334.18	2,392.54	2,450.89	2,512.17	2,573.44	2,637.77	2,702.11	2,769.66	2,837.22
	Annual	28,010.22	28,710.47	29,410.73	30,146.00	30,881.27	31,663.30	32,425.33	33,235.96	34,046.60
5	Hourly	14.14	14.49	14.85	15.22	15.59	15.98	16.37	16.78	17.19
	Monthly	2,450.89	2,512.17	2,573.44	2,637.77	2,702.11	2,769.66	2,837.22	2,908.15	2,979.08
	Annual	29,410.73	30,146.00	30,881.27	31,663.30	32,425.33	33,235.96	34,046.60	34,897.76	35,748.93
6	Hourly	14.85	15.22	15.59	15.98	16.37	16.78	17.19	17.62	18.05
	Monthly	2,573.44	2,637.77	2,702.11	2,769.66	2,837.22	2,908.15	2,979.08	3,053.55	3,128.03
	Annual	30,881.27	31,663.30	32,425.33	33,235.96	34,046.60	34,897.76	35,748.93	36,642.65	37,536.37
7	Hourly	15.59	15.98	16.37	16.78	17.19	17.62	18.05	18.50	18.95
	Monthly	2,702.11	2,769.66	2,837.22	2,908.15	2,979.08	3,053.55	3,128.03	3,206.23	3,284.43
	Annual	32,425.33	33,235.96	34,046.60	34,897.76	35,748.93	36,642.65	37,536.37	38,474.78	39,413.19
8	Hourly	16.37	16.78	17.19	17.62	18.05	18.50	18.95	19.42	19.90
	Monthly	2,837.22	2,908.15	2,979.08	3,053.55	3,128.03	3,206.23	3,284.43	3,366.54	3,448.65
	Annual	34,046.60	34,897.76	35,748.93	36,642.65	37,536.37	38,474.78	39,413.19	40,398.52	41,383.85
9	Hourly	17.19	17.62	18.05	18.50	18.95	19.42	19.90	20.39	20.89
	Monthly	2,979.08	3,053.55	3,128.03	3,206.23	3,284.43	3,366.54	3,448.65	3,534.87	3,621.09
	Annual	35,748.93	36,642.65	37,536.37	38,474.78	39,413.19	40,398.52	41,383.85	42,418.45	43,453.04
10	Hourly	18.05	18.50	18.95	19.42	19.90	20.39	20.89	21.41	21.94
	Monthly	3,128.03	3,206.23	3,284.43	3,366.54	3,448.65	3,534.87	3,621.09	3,711.61	3,802.14
	Annual	37,536.37	38,474.78	39,413.19	40,398.52	41,383.85	42,418.45	43,453.04	44,539.37	45,625.69

## Attachment C

Range		A	Aa	B	Bb	C	Cc	D	Dd	E
11	Hourly	18.95	19.42	19.90	20.39	20.89	21.41	21.94	22.48	23.03
	Monthly	3,284.43	3,366.54	3,448.65	3,534.87	3,621.09	3,711.61	3,802.14	3,897.19	3,992.25
	Annual	39,413.19	40,398.52	41,383.85	42,418.45	43,453.04	44,539.37	45,625.69	46,766.34	47,906.98
12	Hourly	19.90	20.39	20.89	21.41	21.94	22.48	23.03	23.61	24.18
	Monthly	3,448.65	3,534.87	3,621.09	3,711.61	3,802.14	3,897.19	3,992.25	4,092.05	4,191.86
	Annual	41,383.85	42,418.45	43,453.04	44,539.37	45,625.69	46,766.34	47,906.98	49,104.65	50,302.33
13	Hourly	20.89	21.41	21.94	22.48	23.03	23.61	24.18	24.79	25.39
	Monthly	3,621.09	3,711.61	3,802.14	3,897.19	3,992.25	4,092.05	4,191.86	4,296.66	4,401.45
	Annual	43,453.04	44,539.37	45,625.69	46,766.34	47,906.98	49,104.65	50,302.33	51,559.89	52,817.44
14	Hourly	21.94	22.48	23.03	23.61	24.18	24.79	25.39	26.03	26.66
	Monthly	3,802.14	3,897.19	3,992.25	4,092.05	4,191.86	4,296.66	4,401.45	4,511.49	4,621.53
	Annual	45,625.69	46,766.34	47,906.98	49,104.65	50,302.33	51,559.89	52,817.44	54,137.88	55,458.32
15	Hourly	23.03	23.61	24.18	24.79	25.39	26.03	26.66	27.33	28.00
	Monthly	3,992.25	4,092.05	4,191.86	4,296.66	4,401.45	4,511.49	4,621.53	4,737.06	4,852.60
	Annual	47,906.98	49,104.65	50,302.33	51,559.89	52,817.44	54,137.88	55,458.32	56,844.77	58,231.23
16	Hourly	24.18	24.79	25.39	26.03	26.66	27.33	28.00	28.70	29.40
	Monthly	4,191.86	4,296.66	4,401.45	4,511.49	4,621.53	4,737.06	4,852.60	4,973.92	5,095.23
	Annual	50,302.33	51,559.89	52,817.44	54,137.88	55,458.32	56,844.77	58,231.23	59,687.01	61,142.79
17	Hourly	25.39	26.03	26.66	27.33	28.00	28.70	29.40	30.13	30.87
	Monthly	4,401.45	4,511.49	4,621.53	4,737.06	4,852.60	4,973.92	5,095.23	5,222.61	5,349.99
	Annual	52,817.44	54,137.88	55,458.32	56,844.77	58,231.23	59,687.01	61,142.79	62,671.36	64,199.93
18	Hourly	26.66	27.33	28.00	28.70	29.40	30.13	30.87	31.64	32.41
	Monthly	4,621.53	4,737.06	4,852.60	4,973.92	5,095.23	5,222.61	5,349.99	5,483.74	5,617.49
	Annual	55,458.32	56,844.77	58,231.23	59,687.01	61,142.79	62,671.36	64,199.93	65,804.93	67,409.93
19	Hourly	28.00	28.70	29.40	30.13	30.87	31.64	32.41	33.22	34.03
	Monthly	4,852.60	4,973.92	5,095.23	5,222.61	5,349.99	5,483.74	5,617.49	5,757.93	5,898.37
	Annual	58,231.23	59,687.01	61,142.79	62,671.36	64,199.93	65,804.93	67,409.93	69,095.18	70,780.43
20	Hourly	29.40	30.13	30.87	31.64	32.41	33.22	34.03	34.88	35.73
	Monthly	5,095.23	5,222.61	5,349.99	5,483.74	5,617.49	5,757.93	5,898.37	6,045.83	6,193.29
	Annual	61,142.79	62,671.36	64,199.93	65,804.93	67,409.93	69,095.18	70,780.43	72,549.94	74,319.45
21	Hourly	30.87	31.64	32.41	33.22	34.03	34.88	35.73	36.62	37.52
	Monthly	5,349.99	5,483.74	5,617.49	5,757.93	5,898.37	6,045.83	6,193.29	6,348.12	6,502.95
	Annual	64,199.93	65,804.93	67,409.93	69,095.18	70,780.43	72,549.94	74,319.45	76,177.44	78,035.42
22	Hourly	32.41	33.22	34.03	34.88	35.73	36.62	37.52	38.45	39.39
	Monthly	5,617.49	5,757.93	5,898.37	6,045.83	6,193.29	6,348.12	6,502.95	6,665.53	6,828.10
	Annual	67,409.93	69,095.18	70,780.43	72,549.94	74,319.45	76,177.44	78,035.42	79,986.31	81,937.19
23	Hourly	34.03	34.88	35.73	36.62	37.52	38.45	39.39	40.38	41.36
	Monthly	5,898.37	6,045.83	6,193.29	6,348.12	6,502.95	6,665.53	6,828.10	6,998.80	7,169.50
	Annual	70,780.43	72,549.94	74,319.45	76,177.44	78,035.42	79,986.31	81,937.19	83,985.62	86,034.05
24	Hourly	35.73	36.62	37.52	38.45	39.39	40.38	41.36	42.40	43.43
	Monthly	6,193.29	6,348.12	6,502.95	6,665.53	6,828.10	6,998.80	7,169.50	7,348.74	7,527.98
	Annual	74,319.45	76,177.44	78,035.42	79,986.31	81,937.19	83,985.62	86,034.05	88,184.90	90,335.75
25	Hourly	37.52	38.45	39.39	40.38	41.36	42.40	43.43	44.52	45.60
	Monthly	6,502.95	6,665.53	6,828.10	6,998.80	7,169.50	7,348.74	7,527.98	7,716.18	7,904.38
	Annual	78,035.42	79,986.31	81,937.19	83,985.62	86,034.05	88,184.90	90,335.75	92,594.15	94,852.54
26	Hourly	39.39	40.38	41.36	42.40	43.43	44.52	45.60	46.74	47.88
	Monthly	6,828.10	6,998.80	7,169.50	7,348.74	7,527.98	7,716.18	7,904.38	8,101.99	8,299.60

# Attachment C

	Annual	81,937.19	83,985.62	86,034.05	88,184.90	90,335.75	92,594.15	94,852.54	97,223.86	99,595.17
Range		A	Aa	B	Bb	C	Cc	D	Dd	E
27	Hourly	41.36	42.40	43.43	44.52	45.60	46.74	47.88	49.08	50.28
	Monthly	7,169.50	7,348.74	7,527.98	7,716.18	7,904.38	8,101.99	8,299.60	8,507.09	8,714.58
	Annual	86,034.05	88,184.90	90,335.75	92,594.15	94,852.54	97,223.86	99,595.17	102,085.05	104,574.93
28	Hourly	43.43	44.52	45.60	46.74	47.88	49.08	50.28	51.53	52.79
	Monthly	7,527.98	7,716.18	7,904.38	8,101.99	8,299.60	8,507.09	8,714.58	8,932.44	9,150.31
	Annual	90,335.75	92,594.15	94,852.54	97,223.86	99,595.17	102,085.05	104,574.93	107,189.30	109,803.67
29	Hourly	45.60	46.74	47.88	49.08	50.28	51.53	52.79	54.11	55.43
	Monthly	7,904.38	8,101.99	8,299.60	8,507.09	8,714.58	8,932.44	9,150.31	9,379.06	9,607.82
	Annual	94,852.54	97,223.86	99,595.17	102,085.05	104,574.93	107,189.30	109,803.67	112,548.77	115,293.86
30	Hourly	47.88	49.08	50.28	51.53	52.79	54.11	55.43	56.82	58.20
	Monthly	8,299.60	8,507.09	8,714.58	8,932.44	9,150.31	9,379.06	9,607.82	9,848.02	10,088.21
	Annual	99,595.17	102,085.05	104,574.93	107,189.30	109,803.67	112,548.77	115,293.86	118,176.20	121,058.55
31	Hourly	50.28	51.53	52.79	54.11	55.43	56.82	58.20	59.66	61.11
	Monthly	8,714.58	8,932.44	9,150.31	9,379.06	9,607.82	9,848.02	10,088.21	10,340.42	10,592.62
	Annual	104,574.93	107,189.30	109,803.67	112,548.77	115,293.86	118,176.20	121,058.55	124,085.01	127,111.48
32	Hourly	52.79	54.11	55.43	56.82	58.20	59.66	61.11	62.64	64.17
	Monthly	9,150.31	9,379.06	9,607.82	9,848.02	10,088.21	10,340.42	10,592.62	10,857.44	11,122.25
	Annual	109,803.67	112,548.77	115,293.86	118,176.20	121,058.55	124,085.01	127,111.48	130,289.27	133,467.05
33	Hourly	55.43	56.82	58.20	59.66	61.11	62.64	64.17	65.77	67.38
	Monthly	9,607.82	9,848.02	10,088.21	10,340.42	10,592.62	10,857.44	11,122.25	11,400.31	11,678.37
	Annual	115,293.86	118,176.20	121,058.55	124,085.01	127,111.48	130,289.27	133,467.05	136,803.73	140,140.40
34	Hourly	58.20	59.66	61.11	62.64	64.17	65.77	67.38	69.06	70.74
	Monthly	10,088.21	10,340.42	10,592.62	10,857.44	11,122.25	11,400.31	11,678.37	11,970.33	12,262.29
	Annual	121,058.55	124,085.01	127,111.48	130,289.27	133,467.05	136,803.73	140,140.40	143,643.92	147,147.43
35	Hourly	61.11	62.64	64.17	65.77	67.38	69.06	70.74	72.51	74.28
	Monthly	10,592.62	10,857.44	11,122.25	11,400.31	11,678.37	11,970.33	12,262.29	12,568.84	12,875.40
	Annual	127,111.48	130,289.27	133,467.05	136,803.73	140,140.40	143,643.92	147,147.43	150,826.11	154,504.80

Senior Management Range A	\$92,206 – \$137,983
Senior Management Performance-Based Range*	
Extended Range F:	\$137,983 – \$144,883
Extended Range G:	\$144,883 – \$152,128
Senior Management Range B	\$96,817 – \$144,883
Senior Management Performance-Based Range*	
Extended Range F:	\$144,883 – \$152,128
Extended Range G:	\$152,128 – \$159,733
<p>*The Executive Director may grant performance-based adjustments of Range F and G, subject to the following:</p> <p>a. Increases within a range are based upon job performance and are only authorized when job performance results are exceptional. Advancement within a range is not automatic.</p> <p>b. The Executive Director is authorized to approve advancement within a range from 1% to 5%, based upon job performance.</p> <p>c. The Executive Director may approve a step adjustment effective for one year, after which the employee's salary reverts to the previous level unless extended by the Executive Director.</p> <p>d. The Executive Director may approve movement to the top of the performance-based Range G for one year, after which the employee's salary reverts to the previous level unless extended by the Executive Director, subject to the following:</p> <p><input type="checkbox"/> Movement to the top step will be based on the Executive Director's assessment of the employee's performance.</p>	

## Attachment C

job market for the position, and scope of responsibilities within the organization.

Salary Range	Minimum	Midpoint	Maximum
1	\$16,640	\$20,800	\$24,960
2	\$17,472	\$21,840	\$26,208
3	\$18,346	\$22,932	\$27,518
4	\$19,263	\$24,079	\$28,894
5	\$20,226	\$25,283	\$30,339
6	\$21,237	\$26,547	\$31,856
7	\$22,299	\$27,874	\$33,449
8	\$23,414	\$29,268	\$35,121
9	\$24,585	\$30,731	\$36,877
10	\$25,814	\$32,268	\$38,721
11	\$27,105	\$33,881	\$40,657
12	\$28,460	\$35,575	\$42,690
13	\$29,883	\$37,354	\$44,825
14	\$31,377	\$39,222	\$47,066
15	\$32,946	\$41,183	\$49,419
16	\$34,593	\$43,242	\$51,890
17	\$36,323	\$45,404	\$54,485
18	\$38,139	\$47,674	\$57,209
19	\$40,046	\$50,058	\$60,069
20	\$42,048	\$52,561	\$63,073
21	\$44,151	\$55,189	\$66,226
22	\$46,358	\$57,948	\$69,538
23	\$48,676	\$60,845	\$73,015
24	\$51,110	\$63,888	\$76,665
25	\$53,666	\$67,082	\$80,498
26	\$56,349	\$70,436	\$84,523
27	\$59,166	\$73,958	\$88,750
28	\$62,125	\$77,656	\$93,187
29	\$65,231	\$81,539	\$97,846
30	\$68,492	\$85,616	\$102,739
31	\$71,917	\$89,896	\$107,876
32	\$75,513	\$94,391	\$113,269
33	\$79,289	\$99,111	\$118,933
34	\$83,253	\$104,066	\$124,880
35	\$87,416	\$109,270	\$131,124
36	\$91,786	\$114,733	\$137,680
37	\$96,376	\$120,470	\$144,564
38	\$101,195	\$126,493	\$151,792

## Attachment C

Salary Range	Minimum	Midpoint	Maximum
39	\$106,254	\$132,818	\$159,382
40	\$111,567	\$139,459	\$167,351
41	\$117,145	\$146,432	\$175,718
42	\$123,003	\$153,753	\$184,504
43	\$129,153	\$161,441	\$193,729
44	\$135,610	\$169,513	\$203,416
45	\$142,391	\$177,989	\$213,586
46	\$149,511	\$186,888	\$224,266
47	\$156,986	\$196,233	\$235,479
48	\$164,835	\$206,044	\$247,253
49	\$173,077	\$216,346	\$259,616
50	\$181,731	\$227,164	\$272,596

### REVISION HISTORY

Revision No.	Revisions	Adopted
0	Appendix adopted by the Board of Directors.	06/06/01
1	SANBAG Board of Directors approved a 3% general salary increase for all regular SANBAG employees, effective June 29, 2002.	04/03/02
2	Added Ranges 27, 28, and 29	08/07/02
3	SANBAG Board of Directors approved a 3% general salary increase for all regular SANBAG employees, effective June 28, 2003.	04/02/03
4	SANBAG Board of Directors approved a 3% general salary increase for all regular SANBAG employees, effective 7/10/04 and also approved the following: Added half steps (non-shaded); added Senior Management Range B; removed text in Senior Management Range A and B stating "At any given time, unless authorized by the Board, no more than four of the seven eligible employees shall be at the top step of Range G."	04/07/04
5	SANBAG Board of Directors approved a 3% general salary increase for all regular SANBAG employees, effective 07/09/05.	05/04/05
6	On March 1, 2006, the Board of Directors approved a 20% top step of range increase for the seven Executive Staff positions (with no change in the minimum step of the range) and that the change become effective in March 2006.	03/01/06
7	On May 3, 2006, the Board of Directors approved a 3% general salary increase for all regular SANBAG employees, effective June 24, 2006.	05/03/06
8	On April 4, 2007, the Board of Directors approved a 3% general salary increase for all regular SANBAG employees effective June 23, 2007.	04/04/07
9	On June 4, 2008, the Board of Directors approved a 4% general salary increase for all regular SANBAG employees effective July 5, 2008.	06/04/08
10	No general salary increase requested for Fiscal Year 2009-2010.	06/03/09
11	Deleted Range and Step Table and added Single Salary Table structure.	

## Attachment D

San Bernardino Associated Governments	Policy	10110 Appendix A
Adopted by the Board of Directors June 6, 2001	Revised	5/12/10 6/3/09
Employee Status and Classification <b>SANBAG Classification Plan</b>	Revision No.	13 12

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Classification Plan	Revision History
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**Classification Plan for Fiscal Year 2009/2010-2010/2011**  
**Effective July 3, 2009-2010**

Group	Classification	No. of Positions	Range	Exempt / Non-Exempt
Support  Non-Exempt	Assistant to the Clerk of the Board	1	14 21	N
	<del>Senior Accounting Assistant</del> Accountant	1	17 22	N
	<del>Accounting Assistant II</del> Accounting Assistant	2	14 16	N
	<del>Clerk Receptionist III</del> Office Assistant	1	6 13	N
	<del>Clerk Receptionist II</del> Receptionist	1	5 11	N
	<del>Secretary III</del> Administrative Assistant, Senior	4	12 19	N
	<del>Secretary II</del> Administrative Assistant	1	10 16	N
	<del>Secretary I</del> Transportation Programming Technician	1 1	7 16	N

Group	Classification	No. of Positions	Range	Exempt / Non-Exempt
Administrative/ Professional  Exempt	Accounting Manager	1	<del>Ranges 22—25</del> 29	E
	<del>Administrative Services Specialist</del> Management Services Specialist	1	<del>Ranges 14—17</del> 21	E
	<del>Air Quality &amp; Mobility Program Manager</del> Air Quality & Mobility Program Administrator	1	<del>Ranges 22—26</del> 29	E
	Air Quality & Mobility Programs Specialist	1	<del>Ranges 14—17</del> 21	N
	Chief of Alternative Project Financing	1	<del>Ranges 28—32</del> 36	E
	Chief of Planning	1	<del>Ranges 28—32</del> 36	E
	Chief of Programming	1	<del>Ranges 28—32</del> 36	E
	<del>Clerk of the Board/Administrative Assistant</del> Clerk of the Board/Administrative Supervisor	1	<del>Ranges 22—26</del> 29	E
	Construction Manager	1	<del>Ranges 28—32</del> 36	E

## Attachment D (continued...)

<del>Contracts/Controls Manager</del>	1	<del>Ranges 28—32</del>	E
<del>Project Controls/Contracts Manager</del>		<del>36</del>	
<del>Data Program Administrator</del>	1	<del>Ranges 22—25</del>	N
<del>GIS Administrator</del>		<del>29</del>	
<del>Human Resources/Information Services Manager</del>	1	<del>Ranges 22—26</del>	E
<del>Human Resources/Information Services Administrator</del>		<del>32</del>	
<del>Legislative Specialist</del>	1	<del>Ranges 14—17</del>	N
<del>Legislative Analyst</del>		<del>21</del>	
Project Delivery Manager	2	<del>Ranges 28—32</del>	E
		<del>36</del>	
Public Information Officer	1	<del>Ranges 23—28</del>	E
		<del>32</del>	
Public Information Specialist	1	<del>Ranges 12—15</del>	N
		<del>21</del>	
Transit Analyst	2	<del>Ranges 22—26</del>	E
		<del>29</del>	
<b>Transit Analyst, Senior</b>	0	<del>32</del>	E
Transit Specialist	1	<del>Ranges 14—17</del>	N
		<del>21</del>	
<del>Transportation Planning Analyst—Associate</del>	2	<del>Ranges 18—22</del>	E
<del>Transportation Planning Analyst</del>		<del>26</del>	
Transportation Planning Specialist	1	<del>Ranges 14—17</del>	N
		<del>21</del>	
<del>Transportation Programming Analyst—Associate</del>	1	<del>Ranges 18—22</del>	E
<del>Transportation Programming Analyst</del>		<del>26</del>	
Transportation Programming Analyst – Senior	1	<del>Ranges 22—26</del>	E
		<del>29</del>	

Group	Classification	No. of Positions	Range	Exempt / Non-Exempt
<b>Senior Management</b>  <b>Exempt</b>	Chief Financial Officer	1	<del>B</del> 39	E
	Director of Air Quality & Mobility Programs	1	<del>A</del> 39	E
	<del>Director of Freeway Construction</del>	1	<del>B</del> 40	E
	<del>Director of Project Delivery</del>		<del>40</del>	
	<del>Director of Intergovernmental &amp; Legislative Affairs</del>	1	<del>A</del> 37	E
	<del>Director of Legislative Affairs</del>		<del>37</del>	
	Director of Management Services	1	<del>B</del> 40	E
	Director of Planning & Programming	1	<del>B</del> 40	E
	Director of Transit & Rail Programs	1	<del>A</del> 39	E
	Executive Director (Employment Agreement)	1	NA	E

## REVISION HISTORY

Revision No.	Revisions	Adopted
0	Appendix adopted by the Board of Directors.	06/06/01
1	Changed Accounting Assistant III to Senior Accounting Assistant and changed range from 12 to 17; changed range for Accounting Assistant II from 9 to 11; changed Transit Management Analyst to Senior Transit Analyst and changed range from 19 to 21; changed the range for Administrative Analyst from 17 to 20.	06/05/02
2	Deleted Senior Transportation Analyst and added Principal Transportation Analyst	08/07/02

# Attachment D (continued...)

3	Added Assistant to the Clerk of the Board; changed Secretary I from two positions to one; created "series" for Administrative/Professional and Senior Management groups.	04/07/04
4	Added Air Quality/Mobility Specialist and Transit Management Specialist to Transportation Specialist Series.	06/17/05
5	Deleted Transit Management Specialist and Data Management Specialist classifications; added Accounting Manager, Public Information Specialist and changed Transit Analyst classifications to 2 (was 1).	06/07/06
6	Board approved the 2007-2008 budget which adds the Legislative Specialist, Transportation Programming/Planning Analyst, Transportation Planning Analyst, Project Controls/Contracts Manager, Construction Manager positions.	06/06/07
7	Changed title (technical change) of Administrative Analyst to Human Resources/Information Services Manager; established classification range series for Air Quality & Mobility Program Manager, Clerk of the Board, Human Resources/Information Services Manager, Senior Transit Analyst, and Senior Transportation Programming Analyst; changed classification range series for the Public Information Officer position (position now reports directly to the Executive Director); reclassified the Senior Transportation Planning & Programming Analyst position to Chief of Programming and Range Series 24 – 28; reclassified the Principal Transportation Analyst position to Chief of Planning and Range Series 28 – 32.	07/11/07
8	Administrative Services Specialist approved by Board in March 2008.	03/05/08
9	Board approved the 2008-2009 budget which adds the Transit Specialist, Transportation Planning Analyst, and Chief of Alternative Project Financing positions.	06/04/08
10	Board ratified the Administrative Policy Committee approval to reclassify the Chief of Programming position to Range Series 28 – 32 from Range Series 24 – 28.	10/01/08
11	Board approved adjusting the salary ranges for the Project Controls/Contracts Manager and the Construction Manager positions to Series 28 – 32.	12/03/08
12	Board approved the 2009-2010 budget which adds the the two Project Delivery Manager positions, Range Series 28-32.	06/03/09
13	<b>Revised most job titles and all ranges. Reclassified six positions from Exempt to Non-Exempt.</b>	



## Attachment E

San Bernardino Associated Governments	<b>Policy</b>	<b>10107</b>
Adopted by the Board of Directors August 7, 1991	Revised	<b>5/12/10</b> <b>10/4/06</b>
<b>Compensation Administration</b>	Revision No.	<b>6</b> <b>5</b>

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### I. PURPOSE

The purpose of this policy is to establish SANBAG's compensation plan consisting of a salary plan, a performance evaluation process, a benefits plan, and recognition/rewards program.

### II. REFERENCES

Policy 10107 Appendix A, SANBAG Salary Plan  
 Policy 10110, Employee Status and Classification  
 Policy 10115, Performance Evaluation Plan  
 Policy 10118, Layoffs  
 Policy 10122, Benefits

### III. POLICY

- A. SANBAG shall maintain a compensation plan. The SANBAG Board of Directors approves salary ranges, rates, and employee benefits, usually during consideration of the Executive Director's recommendations for adoption of the annual budget.
- B. Policies related to salary ranges ~~and steps~~ require adoption by the SANBAG Board of Directors. The Executive Director shall have the authority to interpret SANBAG's personnel policies and procedures.
- C. The Executive Director is responsible for establishing definitive guidelines on the adjustment of individual salaries. All salary adjustments require approval by the Executive Director subject to budget authorization provided by the SANBAG Board of Directors. The Executive Director may grant an increase of more than ~~one step~~ 5% for outstanding performance.

### IV. DEFINITIONS

**Anniversary Date:** An employee's original date of hire in a regular position is the anniversary date for computation of benefits. Refer to Policy 10110 for definition of "regular".

**Classification:** Refer to Policy 10110 for definition.

**Evaluation Date:** Date established to evaluate an employee's performance in a particular position. The evaluation date changes depending upon the start date in the position. Refer to Policy 10115.

**Position:** A position is a post of employment assigned to a specific organizational unit and a specific supervisor.

**Reclassification:** The salary range, duties, and/or classification (refer to Policy 10110 for definition/description of classification) are adjusted, either higher or lower as a result of an evaluation of duties and responsibilities.

**Salary Range:** The minimum and maximum of the salary for a particular classification or group of classifications. The range is based upon skills and responsibilities required for work performed in comparison with other work performed within the Agency and in comparison with the competitive labor market.

**Service Hours:** All hours in a paid status during an employee's regular tour of duty, up to 80 hours per pay period. Time without pay, disability payments, Medical Emergency Leave, and overtime hours do not count as service hours.

**Step:** ~~Steps A through E of a salary range, usually at uniform increments. These steps apply to support and administrative/professional staff only.~~

**Time-in-Position:** The amount of time an employee has been in his/her present position.

**Underfill:** Employee appointed to a position at a lower classification/range (based on skill and experience level) than at the higher budget-approved classification/range.

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## V. SALARY PLAN

The Salary Plan is reviewed each fiscal year during the budget process. Included are all of the fixed salary ranges (minimum through maximum salary rates of pay) for senior management and ~~the range and step schedule~~ for each of the SANBAG authorized classifications (administrative/professional and support staff). SANBAG may modify wage ranges ~~and steps~~ from time to time. The Salary Plan is adopted upon approval by the SANBAG Board of Directors.

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## VI. SALARY RANGES

Salaries are set on specific ranges determined by the skills and responsibilities required by the position. SANBAG establishes a range for each authorized classification. ~~For salary ranges applicable to the support and administrative/professional staff, each range is divided into steps.~~ Generally, the midpoint of a salary range is the level at which a competently performing employee would be placed and movement from midpoint to the maximum of the range would be to recognize superior performance.

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## VII. START RATES

Before an employment offer is made to an outside candidate or a transfer applicant, the position and starting rate requires approval from the Executive Director or his designee.

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## VIII. GUIDELINES FOR ADJUSTING INDIVIDUAL SALARIES

### A. First Step Advancement

The new employee shall be eligible for the first ~~step~~ advancement as follows:

#### 1. Support Staff

New support staff employees may be eligible to receive ~~up to a one-step~~ 5% increase following their initial 1040 service hours in the position and upon recommendation of the supervisor. Support staff may be eligible for a subsequent ~~step advancement~~ increase of up to 5% each 2080 service hours thereafter.

#### 2. Administrative/Professional Staff

- a. New administrative/professional staff employees may be eligible to receive ~~up to a one-step~~ 5% increase following satisfactory completion of their initial 1040 service hours in the position and upon recommendation of the supervisor. Administrative/professional staff may be eligible for a subsequent ~~step advancement~~ increase of up to 5% each 2080 service hours thereafter.

~~b. Administrative/Professional Group classifications have an established series. (Refer to Policy 10110.)~~

~~b.-c. Step~~ Increases within a specific range are based upon job performance. Increases of 5% ~~and~~ are only authorized when job performance results are excellent / exceptional.

~~d. The Executive Director is authorized to approve advancement in series within the first three ranges. Advancement from one range in a series to the next range is not automatic. Advancement to the next range of each series is considered only in the case of exceptional performance and a determination that the higher range is consistent with the job requirements as established by the agency.~~

~~e. Advancement to the exceptional range (top range of a series) is subject to consultation with and approval by the SANBAG Administrative Committee.~~

### **3. Senior Management Staff**

- a. The Senior Management ranges (refer to Policy 10110) allow for variation by position to acknowledge relative job market differential within the Senior Management Group.
- b. Increases within a range are based upon job performance and are only authorized when job performance results are excellent / exceptional. Advancement within a range is not automatic.
- c. The Executive Director is authorized to approve advancement within a range **from up to 1% to 5%**, based on job performance.

**4. The Executive Director is authorized to approve advancement within a range beyond 5%, based only in cases of truly exceptional job performance and a determination that the increase is consistent with the job requirements as established by the agency.**

### **B. Subsequent Step Advancements**

Evaluations for **subsequent** advancement ~~to subsequent steps~~ occur after another 2080 service hours. The evaluation date is established to coincide with completion of 2080 service hours after the effective date of the last ~~step~~ advancement.

Example: For a new support staff employee who started in January 2000, successfully completed 1040 service hours, and upon recommendation of the supervisor had a first ~~step~~ advancement that was effective in June 2000, the next evaluation would be after 2080 service hours, normally sometime in June 2001.

Approval for advancement is based upon completion of the necessary minimum time-in-position, work performance, and supervisor's recommendation. Refer to Policy 10115.

Eligibility for ~~step~~ advancements is effective at the beginning of the first pay period following the one in which an employee completes the required number of service hours. For example, if an employee completes 2080 service hours sometime in Pay Period 7 (which ends on March 23, 2001) and is approved for ~~step~~ advancement, his/her ~~step~~ advancement would not be implemented until the beginning of Pay Period 8 (which starts on March 24, 2001).

An employee whose ~~step~~ advancement has been denied shall be eligible for reconsideration for ~~step~~ advancement as provided in Policy 10115.

### **C. Underfill**

In specific circumstances based on skill and experience level, SANBAG may appoint an individual to a lower classification than to the higher budget-approved open classification. For example, SANBAG may underfill a Secretary II opening by appointing an employee to a Secretary I classification rather than to the higher Secretary II classification. Advancement from the underfill classification to the budget-approved classification is an upgrade appointment (even in an underfill situation). Upgrades are based on an employee's demonstration of the skills and responsibilities required of a position.

### **D. Technical Title Change**

A change in the title of a position without any change in salary range or substantial change in the relevant grade-determining duties or requirements shall constitute a technical title change. There is no probation period.

### **E. Appointment to Upgraded Classification**

Appointment to an upgraded classification follows the same progression as a new hire; i.e., **step** advancement based upon completion of time-in-position (1040 service hours), work performance, and supervisor's recommendation, and subsequent **step**-advancements **each** 2080 service hours thereafter. Upgraded classifications are subject to probationary status as appropriate, but may be waived by the Executive Director.

#### **F. Emergency Classification**

If classification action on a position is urgent, the Executive Director may allocate the position to a new classification. The temporary allocation shall become permanent upon SANBAG Board of Directors approval of a classification action.

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### **IX. RECLASSIFICATION**

When the duties of an existing position have changed substantially, the Board of Directors may reclassify the position appropriately to a new or existing classification. A technical title change is not a reclassification. Reclassification requires approval from the SANBAG Board of Directors. Reclassifications are normally done with the adoption of the fiscal year budget but may be done at other times.

#### **A. Appointment to Reclassified Position**

No incumbent shall have a right to be appointed to a reclassified position. Reclassified positions are subject to open recruitment. The Executive Director may waive the competitive recruitment when the incumbent from the reclassified position has been performing the duties for more than 1040 service hours.

#### **B. Request for Reclassification**

Supervisors may submit a request for reclassification to the Director of Management Services who shall review the duties and responsibilities and range scale, and subsequently provide a recommendation to the Executive Director.

#### **C. Reclassification Resulting in Upgrade**

A change in the title of a position accompanied by an assignment of the position to a higher salary range constitutes an upgrade reclassification. Incumbents are not automatically promoted to the upgraded position, but must compete through an examination and appointment process. The Executive Director may waive the competitive examination process based upon a review of the job requirements and the skills and experience of the incumbent.

If the incumbent is appointed to the reclassified position, the employee shall be compensated at the **step amount** in the new salary range that comes nearest to but not less than five per cent higher than the **step-rate** he/she held in the previous salary range. Evaluation dates change to 1040 service hours from effective date of new classification and 2080 service hours thereafter.

#### **D. Reclassification Resulting in Downgrade**

A change in the title of a position accompanied by an assignment of the position to a lower salary range constitutes a downgrade reclassification. When an employee occupies a position that has been downgraded, the employee shall be considered for any open position equivalent to his/her prior position. Equivalent position is defined as one requiring all of the following: 1) the same kind and amount of experience; 2) the same degree of skills, knowledge, and abilities; and 3) a salary level no higher than the employee's former position.

If the employee remains in the downgraded position:

1. The employee's new salary at the lower grade shall be placed at a **step level** that yields a salary closest to, but not less than, the current salary. The employee's evaluation date shall not change.
2. The Executive Director may approve an "ex-step" when the position is reclassified to a lower salary range and the incumbent is appointed to the reclassified position. The ex-step is a fixed salary amount higher than the top **step level** in the approved range. An ex-step occurs when a position is downgraded, and employee in the downgraded position is at a higher salary than the highest **step level** of the new salary range. An employee in an approved ex-step is ineligible for any further

## Attachment E (continued...)

salary advances until such time as the salary range is either adjusted so that the ex-step salary is no longer higher than the approved range or the position is reclassified to a higher level.

### E. Effective Date of Reclassification

The effective date of reclassification shall coincide with the first workday of a pay period after the Executive Director authorizes the reclassification.

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## X. REVIEW OF POSITIONS FOR REORGANIZATION

Whenever a unit or department is reorganized (reorganization affects more than one position), the Executive Director may review the positions within the unit or department. Regular employees shall be placed in equivalent positions within the affected unit or department if positions are available.

- A. When the reorganization results in new/changed positions, the rules on reclassifications shall apply.
- B. Provisions governing layoff shall apply (refer to Policy 10118) when the reorganization results in a surplus of employees or when an employee no longer meets the required job standards and qualifications of the new/revised position.
- C. Unless the Executive Director grants a waiver, employees with regular status promoted to an upgraded position shall be required to serve a probationary period, where applicable, in the new position consistent with rules governing probation.
- D. Incumbents not appointed to the upgraded position may be considered for an equivalent open position, retained in the position as a downgrade or an underfill, or be laid off.

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## XI. SALARY RANGE ADJUSTMENTS

- A. Salary comparisons are periodically performed in an attempt to insure that the salary levels offered by SANBAG are competitive with similar organizations for similar jobs in the same market area.
- B. Adjustments to salary ranges may be approved as a result of salary comparisons to insure SANBAG's competitiveness. These considerations are market based and do not deal with employee performance or time-in-service issues. These adjustments do not affect timing for consideration of **step** increases.
- C. If salary range adjustments result in additional opportunity for salary increases, the employee may be eligible for **step** advancement upon next evaluation date. If, in such a circumstance, the employee has been at the top of the range for a period of one year or more, and the new salary range is higher than the employee's current salary, the employee immediately becomes eligible for **step** advancement, based upon performance evaluation and recommendation by the supervisor.

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## XII. EMPLOYEE RECOGNITION PROGRAM

The Executive Director is authorized to administer a SANBAG Employee Recognition Program for regular employees.

An Employee Recognition Program shall be structured to:

- Recognize model behaviors and contributions of employees.
- Highlight specific achievements by individuals or team endeavors at all levels in the organization.
- Communicate the value of employee performance and achievement held by the organization.
- Motivate employees and increase job satisfaction.
- Serve as retention strategy for valued employees.

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## XIII. REVISION HISTORY

Revision No.	Description of Changes	Adopted
0	New Policy adopted by the Board of Directors.	08/07/91
1	Policy revision adopted by the Board of Directors. Revised paragraph on support staff increases to remove "...and may be given a one-step increase, based on merit, six months following probation...".	07/01/92
2	Changed "Executive staff" to "Senior management" throughout text. Changed "6 months" to "1040 work hours" and "one year" or "annual" to "2080 work hours" throughout	01/09/02

Attachment E (continued ...)

	text. Para. I: Revised. Para. II: REFERENCES: Added. Para. III: Revised. Para. IV: Added Para. V: Revised. Para. VI through XIII: Added.	
3	Par VIII.A.2.b through e: Added new text on Administrative/Professional Group classification series ranges and steps. Par. VIII.A.3: Added new text on Senior Management ranges.	5/5/04
4	Par. VIII.A.1: Deleted "...satisfactory completion of probation...". Par. VIII.B. Example: Deleted "...the probationary period of ..." and added "...upon recommendation of the supervisor...".	9/13/06
5	Par. IV. DEFINITIONS: Revised definition for "service hours".	10/4/06
6	<b>Deleted "step" and replaced with "rate", "amount", or "level" as appropriate throughout policy.</b> <b>Par. III.C: Deleted last sentence.</b> <b>Par. IV: Deleted definition of "Step".</b> <b>Par. V: Deleted "range and step schedule".</b> <b>Par. VI: Deleted last sentence and added "Generally, the midpoint of a salary range is the level at which a competently performing..."</b> <b>Par. VIII.A.2.d: Deleted.</b> <b>Par. VIII.A.2.e: Deleted.</b> <b>Par. VIII .A.4: New section added "The Executive Director is authorized to approve advancement within a range up to 5%..."</b>	

## Attachment F

San Bernardino Associated Governments	<b>Policy</b>	<b>10110</b>
Adopted by the Board of Directors August 7, 1991	Revised	5/12/10 5/5/04
<b>Employment Status and Classification</b>	Revision No.	5 4

<b>Table of Contents</b>					
Purpose	References	Policy	Employment Status Definitions	SANBAG Classifications	Revision History

### I. PURPOSE

The purpose of this policy is to provide standard definitions for employment status and to provide classification descriptions.

### II. REFERENCES

Policy 10109, Compensatory Time Off/Overtime Pay  
 Policy 10111, Work Hours, Leaves, and Absences  
 Policy 10110, Appendix A, SANBAG Classification Plan with Exempt and Non-Exempt Positions

### III. POLICY

SANBAG's definitions of employment status are used to group employees for purposes of human resources administration and related payroll transactions.

The Executive Director is responsible for establishing and administering personnel policies that will provide the Agency with staff qualified to perform the Agency's tasks. To achieve this goal, SANBAG has developed a position classification plan that groups together those jobs which are similar with respect to nature of work, level of difficulty and responsibility, and required training and experience.

### IV. EMPLOYMENT STATUS DEFINITIONS (See Figure 1.)

#### A. At-Will (Serve At The Pleasure Of)

Personnel who serve at the pleasure of the appointing authority may be terminated at any time without advance notice and without any hearing or grievance rights. All exempt personnel are at-will personnel.

#### B. Exempt/Non-Exempt Employees

All Agency positions are either exempt or non-exempt to ensure compliance with the Fair Labor Standards Act (FLSA). The FLSA is the federal law that contains minimum wage provisions, Equal Pay Act, child labor law restrictions, and a variety of other federal labor and employment law provisions. A key provision of the Act is that an employer must pay or compensate non-exempt employees for all overtime worked (refer to Policy 10111).

##### 1. Exempt Employees

These employees are in exempt positions that meet the FLSA criteria, as determined by SANBAG, for executive, administrative, or professional work and are paid on a salary basis. These positions are exempt from the FLSA overtime provisions.

Exempt employees are not compensated for additional work performed in excess of the scheduled 40-hour workweek -- they do not receive overtime pay or compensatory time off. Exempt employees shall be paid an established monthly or annual salary and are expected to fulfill the duties of their positions, which may require work in excess of 40 hours.

## Attachment F (continued ...)

### 2. Non-Exempt Employees

Employees in non-exempt positions, based on duties performed and manner of compensation are subject to FLSA minimum wage and overtime provisions. SANBAG employees who work in non-exempt positions are paid at an hourly rate.

Non-exempt employees are compensated for time worked on an hourly and fractional hourly basis and are to be compensated for qualified overtime hours at the premium (time-and-one-half) rate. For overtime work, a non-exempt employee is paid at a rate of one and one-half times his/her regular rate of pay or receives compensatory time off at one and one-half times. Refer to Policy 10109.

### C. Probationary Employee (Applies to Non-Exempt Employee Only)

1. The first 2080 service hours of employment comprise the probationary period for an employee. Prior to the expiration of this probationary period, the probationary period may be extended up to another 1040 service hours upon written notice by the supervisor to the employee. Part-time employees shall serve a probationary period equivalent to the service hours of a full time employee.
2. During this period, the employee's supervisor and appropriate management staff will review the employee's work habits, performance and attendance. During the probationary period, the employee shall serve at the pleasure of the appointing authority and may be terminated at any time without advance notice and without a hearing or grievance rights. A probationary employee shall become a regular full-time or part-time employee only upon receipt of written confirmation from the employee's supervisor and appropriate management staff that the probationary period has been satisfactorily completed.
3. During the probationary period after 1040 service hours, an employee is eligible to receive a salary increase and take vacation time (refer to Policy 10111). The employee's original date of hire will be the anniversary date for computation of benefits.
4. Promotional appointments shall be subject to a probationary period consisting of 2080 service hours. During this probationary period, the Executive Director may terminate the employee if it is determined that the employee is not satisfactorily fulfilling the requirements of the position. The employee may be returned to a position equivalent to his/her prior classification at the discretion of the Executive Director.
5. The probationary period shall be computed from the date of the promotion or commencement of employment. A supervisor may extend the probationary period if the employee has not met the requirements of the position during the probationary period – see preceding paragraph IV.C.1. Probationary status resulting from promotion does not break an employee's continuous service for purposes of computing benefits.

### D. Regular (Applies to Exempt and Non-Exempt Employees)

Full-Time Employee: An employee who has been appointed to a regular position and is working 40 hours per week in an established position on a regular basis, is considered a regular full-time employee.

Part-Time Employee: An employee who has been appointed to a regular position and is working between 20 and 40 hours per week in an established position on a regular basis, is considered a regular part-time employee.

### E. Student Aide (Intern)

Student aides shall be considered temporary employees in a special training classification and shall be compensated at hourly rates as determined by the Agency. Student aides must be enrolled in an educational program – there is no requirement for competitive hiring. Student aides are not eligible for employee benefits, do not accrue leave, and serve at the pleasure of their supervisor.

### F. Temporary Employee

A temporary employee is placed on the payroll for a temporary period of time (anticipated to be less than one year) to meet specific project, event, or agency requirements that are of an interim nature. A temporary employee serves at the pleasure of his/her supervisor. Temporary employees are not eligible for benefits and do not accrue leave. There is no requirement for competitive hiring.



## Attachment F (continued...)

If hired as a regular full-time or part-time employee, the actual date of hire as a regular SANBAG employee will be the anniversary date for computation of leave accruals, salary increases, and other benefits.

Figure 1

	Exempt (At-Will) <b>Senior Management and Professional/Administrative Staff</b>	Non-Exempt <b>Support Staff</b> (Overtime/Compensatory Time applies)
Regular Full Time (Fringe benefits)	X	X <sup>1</sup>
Regular Part-Time (Pro-rated fringe benefits)	X	X <sup>1</sup>
Temporary (No fringe benefits)		X
Student Aide (Intern) (No fringe benefits)		X

<sup>1</sup>Probationary period applies.

### V. SANBAG CLASSIFICATIONS

A classification description is broad and may encompass a number of individual positions having similar responsibilities, yet, which also have distinctly different or specialized duties that are performed.

Each position at SANBAG falls into one of three groups: Senior Management, Professional/Administrative Staff, and Support Staff, as established by the Executive Director and approved by the Board of Directors.

The individual positions and their descriptions (as well as knowledge, skills, abilities, education, experience, sample duties, and other minimum qualifications) are maintained as a separate document.

SANBAG periodically evaluates the classification plan to determine the appropriateness of exempt and non-exempt positions.

#### A. Senior Management

1. A position shall be designated as Senior Management on basis of criteria such as the management nature of the work, the reporting relationship, the degree of independent decision-making required, the responsibility for decisions, the accountability of the position, supervision and/or budgetary control, and the depth and breadth of specialized knowledge and skills required to perform the functions.
2. Senior management personnel serve at the pleasure of the appointing authority and may be terminated at any time without advance notice and without any hearing or grievance rights.

#### B. Professional/Administrative Staff

1. Professional work requires knowledge in a field of science or learning characteristically acquired through education, training, and experience equivalent to a bachelor's or higher degree with major study in or pertinent to the specialized field.

Work is professional when it requires the exercise of discretion, judgment, and personal responsibility for the application of an organized body of knowledge that is constantly studied to make new discoveries and interpretations, and to improve data, materials, and methods.

2. Administrative work involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and the application of a substantial body of knowledge of principles, concepts, and practices applicable to one or more fields of administration and management. While these positions do not require specialized education, they do involve the type of skills (analytical, research, writing, judgment) typically gained through a college level education, or through progressively responsible experience.

## Attachment F (continued ...)

Employees engaged in administrative work are concerned with analyzing, evaluating, modifying, and developing the basic programs, policies, and procedures that facilitate the work of the Agency and its programs. Employees apply knowledge of administrative analysis, theory, and principles in adapting practices to the unique requirements of a particular program. Professional/administrative staff responsibilities may include supervisory responsibilities.

3. **Exempt** Professional/Administrative staff personnel serve at the pleasure of the appointing authority and may be terminated at any time without advance notice and without any hearing or grievance rights

~~4. Administrative/Professional Group classifications have an established series. Establishment of the classification series addresses SANBAG's practice of hiring based on an individual's personal skills and growth potential and then providing opportunity for advancement as the individual gains specific knowledge and expertise in specialty areas.~~

### C. Support Staff

1. Support staff members perform structured work in support of general office or fiscal operations. Support work is performed in accordance with established policies, procedures, or techniques; and requires training, experience, or working knowledge related to the tasks performed.
2. Support staff work involves general office or program support duties such as preparing, receiving, reviewing, and verifying documents; processing transactions; maintaining office records; locating and compiling data or information from files; keeping calendars and informing others of deadlines and other important dates; and using computers to prepare documents or to manipulate information for data processing. The work requires knowledge of an organization's rules, subject matter knowledge, and skill in carrying out the clerical and fiscal processes and procedures.

## VI. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted.	8/7/91
1	Revised Probationary Employees.	7/1/92
2	- Paragraphs I, II, III, V, VI: Added. - Para. IV: Revised to provide better definitions, change to service hours, add "At Will", and added Figure 1.	11/7/01
3	Revised Paragraphs IV.C.1 and IV.C.4 to change the probationary period from 1040 service hours to 2080 service hours. Revised Paragraph IV.C.3 to add "after 1040 service hours".	6/4/03
4	Par. V.B.4: Added Administrative/Professional Group classification series.	5/5/04
5	<b>Par. IV. Figure 1: Deleted text from column headers to show only Exempt and Non-Exempt.</b> <b>Par. V.B.3: Revised to add "Exempt" at beginning of sentence.</b> <b>Par. V.B.4: Deleted.</b>	

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist SANBAG Board Members and partners as they participate in deliberations at SANBAG Board meetings. While a complete list of all acronyms which may arise at any given time is not possible, this list attempts to provide the most commonly-used terms. SANBAG staff makes every effort to minimize use of acronyms to ensure good communication and understanding of complex transportation processes.

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ARRA	American Recovery and Reinvestment Act
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation and Air Quality
CMIA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CPUC	California Public Utilities Commission
CSAC	California State Association of Counties
CTA	California Transit Association
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DBE	Disadvantaged Business Enterprise
DEMO	Federal Demonstration Funds
DOT	Department of Transportation
EA	Environmental Assessment
E&D	Elderly and Disabled
E&H	Elderly and Handicapped
EIR	Environmental Impact Report (California)
EIS	Environmental Impact Statement (Federal)
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds

**SANBAG Acronym List**

MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
NAT	Needles Area Transit
NEPA	National Environmental Policy Act
OA	Obligation Authority
OCTA	Orange County Transportation Authority
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PNRS	Projects of National and Regional Significance
PPM	Planning, Programming and Monitoring Funds
PSE	Plans, Specifications and Estimates
PSR	Project Study Report
PTA	Public Transportation Account
PTC	Positive Train Control
PTMISEA	Public Transportation Modernization, Improvement and Service Enhancement Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
RSTIS	Regionally Significant Transportation Investment Study
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
TSSDRA	Transit System Safety, Security and Disaster Response Account
USFWS	United States Fish and Wildlife Service
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments

# ***San Bernardino Associated Governments***



## **MISSION STATEMENT**

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

Approved June 2, 1993  
Reaffirmed March 6, 1996